



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/08/23
CLOSE: UNTIL
FILLED

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: WILDLIFE SPECIALIST

RESPONSIBLE TO: Wildlife Program Manager

SALARY: Step Range: 25-35; Full Benefits
Salary Range: \$52,853 - \$75,291
Hourly Range: \$25.41 - \$36.20

CLASSIFICATION: Professional, Regular, Full-Time

LOCATION: The Klamath Tribes
Natural Resources Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Wildlife Specialist performs a variety of scientific ecological work in connection with the determination, establishment and application of the biological facts, principles and procedures necessary for the conservation and management of wildlife species. This position requires a combination of field and office work.

The Wildlife Specialist responsibilities include data collection and management, planning, protection, preservation, and enhancement of wildlife resources.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist in the development and implementation of wildlife conservation plans and initiatives, considering cultural significance, ecological dynamics, and sustainability.

2. Conduct field surveys and research to gather data on wildlife populations, habitats, and ecosystem health using appropriate scientific methods and techniques.
3. Assist in habitat restoration and management activities to enhance the quality and availability of wildlife habitats, including invasive species control and habitat improvement projects.
4. Assist in grant writing and administration, including conducting research, preparing proposals, and managing grant-funded wildlife conservation projects.
5. Maintain multiple wildlife studies including a large-scale, comprehensive wildlife camera trap array and track counts.
6. Accurately measure and record habitat characteristics for habitat assessments of various wildlife species.
7. Perform data and imagery processing, prepare technical reports and other reports as directed.
8. Maintain Wildlife Program records in accordance with the Tribal Records Management Policy.
9. Maintain Wildlife Program property in accordance with the Tribal Property Management Policy.
10. Drive on rough forest roads, over rugged terrain and in inclement weather, and hiking up to five miles daily are routine occurrences when performing field work.
11. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the guidance of the Wildlife Program Manager. Work is assigned based on Tribal goals and current direction. Tasks performed may be specific to existing management direction or with regards to Tribal cultural and subsistence resource requirements. Recurring assignments are handled independently based on previous training and experience. The supervisor will provide detailed instructions and guidance on new

assignments and difficult or unusual problems. Completed work is reviewed and discussed for technical adequacy and adherence to instructions and policy.

KNOWLEDGE, SKILLS, ABILITIES

Must be willing to gain knowledge and understanding of Tribal organization, functions, policies, goals, priorities, and operating programs.

Knowledge of federal laws regulating the management and use of wildlife resources, such as the Endangered Species Act and the National Environmental Policy Act.

Knowledge of theories and principles of biological populations, biological regulation, and game harvest management.

Good public relations and inter-personal skills. Must be able to meet with a variety of individuals of differing backgrounds in a professional manner, using tact, diplomacy and mature judgment while providing Tribal perspectives.

Ability to communicate orally and in writing. Ability to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, as well as for obtaining information or conveying messages.

Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Good organizational and planning skills, ability to meet deadlines.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Ability to work and drive in adverse weather conditions on rough terrain.

Ability to navigate to specific locations using phone/tablet GPS programs like Avenza.

Ability to hike up to 5 miles daily and lift up to 70 pounds.

Ability to safely use field equipment like chainsaws

Ability to perform field work independently and as part of a team.

Ability to accurately collect, input, analyze, and manage data.

Knowledge or skills identifying wildlife and their sign including tracks.

Knowledge of workplace professionalism and confidentiality.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor's Degree in Wildlife Biology or closely related Natural Resources Management field. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have a minimum of two (2) years of professional field experience in wildlife management.
- **REQUIRED** to have computer experience; emphasis will be in the use of specific programs including Microsoft Excel, ArcMap, and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED to be physically able to** work outside in various environments including adverse weather conditions and rugged terrain for extended periods of time. Ability to hike off trail for long distances while carrying sampling equipment. Ability to perform tasks which require bending, lifting, stretching, and stooping.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

Preferred Qualifications:

- Experience with local species and ecosystems, is preferred.

- Experience using ESRI GIS products; e.g. ArcGIS Online, Workforce, Survey 123, Field Maps, and QuickCapture, is preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes

reserves the sole right to modify this position description at any time, with or without notice.

Employee (printed name)

Employee (signature)