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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Fisheries Crew Coordinator

**Reports To:** Fisheries Program Manager or designee

**Assigned Office**

**Location:** Karuk Department of Natural Resources, Orleans, Happy Camp, or Yreka, CA as assigned

**Supervises:** Natural Technicians I, II, and III, volunteers and youth as assigned

**Classification:** Full Time, Non-Exempt, Regular

**Rate:** \$26.01 to \$32.56 per hour/DOE

**Summary:** Under the supervision of the Fisheries Program Manager or designee, the Fisheries Crew Coordinator is responsible for the supervision and coordination of the field crews, completion of project assignments and following project and safety protocols under the Karuk Tribe Department of Natural Resources (KDNR) Fisheries Program. This includes but not limited to coordinating project crew time, logistics, transportation, travel, maintenance of field equipment and procurement of supplies. The Fisheries Crew Coordinator will coordinate with other tribal employees as well as partner organizations; ensure consistency between objectives; and track deliverables. This position is dependent on support funding and will require acquisition of continued, additional, and subsequent funding after funding has expired.

### **Application Deadline: January 24, 2025 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

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**Responsibilities:**

1. Supports the Karuk Tribe Department of Natural Resources (KDNR) Fisheries Program.
2. Works with Karuk Tribe Department of Natural Resources' Divisions and Programs, Tribal departments, contractors, Cultural Practitioners, project partners and volunteers.
3. Coordinates fisheries field data collection and restoration implementation.
4. Supervises activities of Natural Resources Technicians, volunteers, and youth as assigned.
5. Delegates field supervisory functions to Tech II and III positions as warranted and assists in training personnel field data collection methods.
6. Prepares and submits summary reports, attendance/payroll, etc..
7. Available for local and out of the area travel as required for job related training.
8. Attend all required meetings and functions..

9. Maintain a professional and respectful demeanor.
10. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain a good working relationship with other employees and the public.
4. Proficient in fisheries field surveys; reading topographic maps; Global Positioning System(GPS) data collection; maintaining, analyzing, and presenting field data as needed.
5. Demonstrates experience working in a collaborative environment with outside agencies and none government organizations.
6. Has writing skills for planning documents and summary reports.
7. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in fisheries, natural resources, or related field and one (1) year work related experience or;
  - b. An equivalent combination of education and related experience will be considered. Equivalencies based on 2:1 ratio.
2. Must have at least six (6) months supervisory experience.
3. Must possess knowledge of the traditions, culture, or history of the Karuk Tribe.
4. Must demonstrate ability to work within Native American communities.
5. Must possess knowledge of fisheries management on the Mid-Klamath.
6. Must be physically capable to swim, snorkel and hike in harsh terrain during field work.
7. Must demonstrate strong writing/editing and communication skills.
8. Must demonstrate the ability to use Microsoft Office Suite programs, as well as other computer programs that help result in efficient planning.
9. Must be effective, efficient, productive, and timely regarding coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
10. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must adhere to the policies and procedures of the Karuk Tribe.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved: January 9, 2025**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

