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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 Tribe****Administrative Office**

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

**Karuk Dental Clinic**

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

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## Vacancy Announcement

**Title:** Natural Resources Biologist

**Reports To:** Deputy Director of Watershed Branch, or designee

**Location:** Department of Natural Resources, Somes Bar/Orleans, CA

**Classification:** Full time, Non-Exempt, Non-Entry Level

**Salary:** \$23.18-28.16, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability

**Summary:** The Biologist reports to Karuk Tribe's Water Quality Manager in all tasks related to the Karuk Tribe's Watershed Branch. The Biologist will be responsible for the data management, analysis, and technical report writing in support of the Karuk Tribe's Watershed branch. This position may serve in the capacity of a Water Quality or Fisheries Biologist if qualified, so long as supervisory span of control and efficiencies in operations can be maintained.

### **Application Deadline: Open Until Filled**

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 & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test 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 Resource Director,  
Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Natural Resources Biologist

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### **Responsibilities:**

1. Shall compile, manage, and disseminate watershed branch data related to grant proposals, research projects and partnerships that will support the goals of the Karuk Tribe in regards to fisheries and water quality management.
2. Shall assist in maintaining and insure the proper functioning of watershed branch sampling and laboratory equipment.
3. Shall assist in grant and report writing.
4. Shall perform data analysis and management utilizing such software as ArcView, Excel, Access, Word and other databases to input, display and analyze Watershed Branch data.
5. Shall maintain and manage the Karuk Tribes Watershed branch databases and websites.
6. Shall provide technical and logistic support to Watershed Branch Managers in planning and implementing projects.
7. Shall be available for local and out of the area travel as required for job related training and meetings. Shall attend all required meetings and functions as requested.
8. Shall be polite and maintain a priority system in accepting other position related job 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 harmonious working relationships with other employees and the public.

4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Must possess a Bachelor of Science Degree in Water Quality, Biology, Natural Resources, Computer Science or other related field plus one-year experience or;
  - b. An equivalent combination of education and related experience will be considered.
2. Must have knowledge of tribal traditions and demonstrated ability to work effectively with Native American people in culturally diverse environments.
3. Must have knowledge and experience with natural resource data management.
4. Must have demonstrated ability to work independently and maintain grant-related time schedules.
5. Must have experience in grant and report writing.
6. Must have knowledge and experience with Microsoft Office, spreadsheets, database management, and GIS software.
7. Must possess a valid driver's license, be insurable by the Tribe's insurance carrier, and have reliable transportation.
8. Must adhere to confidentiality policies.
9. Must have the ability to manage time, work well under stressful conditions, and work long hours.
10. Must have the ability to establish and maintain harmonious working relationship with other employees and the public.
11. Must successfully pass a pre-employment drug-screening test and be willing to submit a criminal background check.

**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 applications claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** June 2, 2021

**Chairman's Signature:** \_\_\_\_\_

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