# JOB DESCRIPTION

**POSITION:** Assistant Biologist - Wildlife and Forestry Management

**LOCATION:** Red Cliff Natural Resource Office

**SALARY:** $14 - 18 / hour DOE

**THIS A PERMANENT, NON-EXEMPT POSITION**

**SUPERVISOR(S):** Treaty Natural Resources Division Administrator

**JOB SUMMARY**: The incumbent in this position will assist with on-reservation management of wildlife and forestry and will be the primary person responsible for making updates and revisions to the Tribe’s Integrated Resource Management Plan (IRMP). Anticipated new updates to the existing plan include Forest Management Plan and Fire Management Plan. Emphasis on forest management is particularly important. The position is also responsible for assisting on various Treaty Natural Resource Division projects.

**DUTIES AND RESPONSIBILITIES:**

* Review current Forest Management Plan and make draft updates that align with tribal priorities and field assessments.
* Work across Departments in the Treaty Natural Resource Division to develop and incorporate changes to the IRMP.
* Engage the community in resource management planning.
* Assist with wild game population estimates to help set appropriate harvest levels.
* Assist in wildlife habitat restoration projects.
* Explore avenues to improve forest health, speed forest succession and suppress wildfire while still generating tribal timber revenues.
* Assist Bureau of Indian Affairs with forest inventory and management.
* Assist BIA with potential prescribed fire planning.
* Assist with animal trapping, as appropriate.
* Write periodic draft updates and submit to Division Administrator for edits.
* Other duties as assigned. The employee in this position will be expected to assist in other Natural Resource projects as the need arises.
* Demonstrate continual results to help justify long term project funding.

**KNOWLEDGE:**

* Knowledge of forestry practices that improve stand health in northern Wisconsin forests.
* Previous experience conducting fieldwork and accurately recording data.
* Excellent written communication skills.
* Ability to get the tribal membership involved in natural resource planning.
* A strong work ethic and flexibility in the day to day aspects of the position.
* Background handling a project and overseeing its completion is highly desirable.
* Knowledge of Native American Tribes and the uniqueness of the Red Cliff Community.

**QUALIFICATIONS:**

Completion of a Bachelor’s Degree in a biological discipline is required. We are particularly interested in candidates with a background in forestry and/or restoration that also have previous experience writing reports and management plans. You must feel comfortable working with computers and using basic software packages (e.g. Microsoft Office). Experience using ArcGIS is highly preferred. Essentially we are looking for candidates with a unique and varied skill set.

All applicants must have a valid driver’s license and at least liability insurance. If no insurance must get within 3 weeks of starting employment. The applicant must be able to work as part of a comprehensive natural resources team with other biologists and personnel. Must pass background check. Native American preference will be applied in the event of equally qualified applicants.

**PERSONAL CONTACTS:**

Daily with Natural Resource staff and community members. Less frequent contact with Tribal Council, Administration, and local resource agencies.

**PHYSICAL REQUIREMENTS:**

Applicant must be able to walk long distances through uneven terrain and thick forest undergrowth. Must be able to lift and carry 50 lbs. May at times be asked to work on Lake Superior with minimal effects of sea sickness. Must be willing to work in occasionally adverse weather conditions. Must be able to sit behind a desk and work from a computer for prolonged periods.

**WORK ENVIRONMENT:**

Fieldwork will be conducted mainly on reservation lands. Work may include riding on the Red Cliff research vessels in all weather conditions, hiking in rugged terrain, and wading in reservation streams. Applicants will likely assist with trapping of live wild animals, especially nuisance black bear. About 50% of the work will be conducted in an office setting.

**TRAVEL REQUIREMENTS:**

A need for occasional out of town travel may arise as an aspect of the position. Most fieldwork will occur on Red Cliff reservation lands.

## TO APPLY: All interested applicants must submit a resume, letter of interest and fully completed Red Cliff job application. If you are using college coursework to demonstrate your qualifications for the position, please submit a transcript (unofficial okay).

## POSTING: April 10, 2014

## DEADLINE: April 25, 2014 at 4:00 p.m.

**FOR FURTHER INFORMATION:**

 **Red Cliff Tribal Administration Building**

 **Human Resource Department**

 **88385 Pike Road**

 **Hwy 13**

 **Bayfield, WI 54814**

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 **(715) 779-3700 ext. 1267 or 1268**

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**