



Yurok Tribe

Job Description

JOB TITLE:	Marine Director		
JOB GRADE:	12/13	REPORTS TO:	Deputy Executive Director
STATUS:	Exempt	LOCATION:	Klamath/Eureka/Arcata
DEPARTMENT:	Marine	DIVISION:	Natural Resources Division
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$79,913.60-\$142,314.34		

POSITION SUMMARY:

Under the supervision of the Deputy Executive Director of Natural Resources, and guided by the policies of the Yurok Tribe, the Marine Department Director is responsible for advancing and implementing management goals related to the conservation, management, and restoration of marine and coastal resources, in accordance with the Yurok Constitution and guidance of traditional Yurok values and techniques. Through integration of traditional knowledge and western science, the position will lead staff to plan, monitor, assess, and implement management actions to support conservation of Yurok Tribal marine and coastal resources and their habitats with Yurok Tribe ancestral oceanic waters. The Marine Department Director will represent the Yurok Tribe in technical and policy forums to protect, assert, and enhance Yurok Tribe rights to gather, harvest, and utilize marine resources for ceremonial, subsistence, and economic needs.

DUTIES AND RESPONSIBILITIES:

1. Develops and oversees the development and implementation of marine management plans, affecting mineral, energy, and natural resources ("resources") management of all marine and coastal areas within all Yurok Ancestral territorial oceanic waters.
2. Designs, reviews, and oversees the supervision/coordinator of marine and coastal investigations to gather biological habitat and management information needed to maintain, restore and/or enhance the marine and coastal resources of the Yurok Tribe.
3. Plans, coordinates, and supervises activities affecting the gathering, harvesting, conservation, and utilization of Yurok marine and coastal resources.
4. Advises and briefs the Yurok Tribal Council and others on issues, actions and developments affecting the Yurok marine and coastal resources.
5. Represents the Tribe and Council as directed, and participates in a broad range of federal, state, tribal, and local committees, task forces, working groups, etc., concerned with the development, management or regulation of the Yurok marine, oceanic, and coastal resources within all Yurok Ancestral territorial oceanic waters.
6. Analyzes a wide variety of data regarding the Yurok marine and coastal resources and makes recommendations regarding management priorities and alternatives. Organizes and manages data and prepares technical and policy reports as needed.
7. Provides technical assistance, advice, and support to the Yurok Tribe. Coordinates and develops annual regulations for subsistence and commercial gathering and harvesting of marine and coastal resources.
8. Coordinates and oversees the development of annual gathering and harvesting regulations for ceremonial, subsistence, commercial needs of the Yurok Tribe.
9. Reviews/edits reports, proposals, press releases, publications, and various technical and regulatory documents produced by the Tribe.
10. Prepares grant proposals for submission to possible funding agencies and sources.
11. Trains, directs, and supervises subordinate professional and non-professional staff.

12. Responsible for budgetary, fund control and accountability, purchasing and property management, contracting, record keeping, correspondence, personnel supervision, and other duties of an administrative nature.
13. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. G12: Bachelor's degree in related field with six years job specified experience.
2. G13: Bachelor's degree in related field with seven years job specified experience.
3. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

MINIMUM QUALIFICATIONS:

1. Responsibility in the field of marine and ocean management, research, and/or policy.
2. Documented hours in aquatic experience.
3. Course work in marine and ocean subjects may be used to meet requirements when appropriate.
4. Professional knowledge of the marine, ocean, and coastal management of energy, mineral, and natural resources important to the Yurok Tribe, including marine fisheries management, coastal resources gathering and harvest management, marine/coastal habitat management and improvement, ocean renewable energy, marine fisheries and mammal population dynamics and cycles.
5. Extensive communication skills, especially writing and public speaking.
6. Knowledge of, and skill in, performing physical and biological marine sampling techniques such as boat operations, benthic and geological sampling, statistical design and sampling, trawling, long-line fishing, gill netting, purse seining, fish and marine mammal tagging, etc.
7. Knowledge of state and federal environmental laws, regulations, regulatory processes and federal planning, budgeting, and construction processes.
8. Highly developed skill designing studies; searching literature; collecting, compiling, and analyzing data; interpreting observations and drawing conclusions as to action to be taken or recommended.
9. Ability to compile, analyze and report data concerning gathering and harvest of marine and coastal resources.
10. Proven experience in training and supervising subordinate staff.
11. Requires willingness and ability to interact closely with the Deputy Executive Director of Natural Resource to ensure successful integration of Marine Department with other natural resources departments/programs and management issues.
12. Recognition that to serve Yurok People one must know as much as possible about Yurok history, culture, and values.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work and administrative matters. Effects minor disciplinary actions and determines developmental training needs of employees.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

WORK ENVIRONMENT:

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate. Beach work can be windy, cold, and rainy with various sea life. Ocean waves can vary.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods of standing and constant movement. The employee must lift and/or move up to 50 pounds often.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. This job description’s duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date