



WILDLIFE BIOLOGIST
WILDLIFE & ECOSYSTEMS MANAGEMENT PROGRAM (WEMP)
DEPARTMENT OF NATURAL RESOURCES

REPORTS TO: WEMP PROGRAM MANAGER
SALARY/HOURLY RANGE: 54
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

The Hopi Tribe's Department of Natural Resources, Wildlife and Ecosystem Management Program, seeks a Wildlife Biologist to assist in 1) developing a wildlife conservation plan for the Hopi Tribe, 2) to lead biological monitoring, management, and research of priority wildlife, game, and aquatic species, 3) develop survey methodology for wildlife species, 4) secure program funding, 5) coordinate with internal and external program partners, 5) supervise interns and technicians, and 6) conduct program outreach and community engagement.

The incumbent is under supervision and line authority of the WEMP Manager. The supervisor provides direction and guidance by establishing overall objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instruction, policies, previous training or accepted practices in the occupation. Completed work is evaluated for technical soundness, appropriateness and conformity with established guidelines, regulations, procedures, policy and requirements.

The work is shared between a standard office environment and field work in a variety of habitat and weather conditions. The work requires physical exertion such as long periods of walking, standing, stooping, stretching, crouching, lifting objects in excess of 25 lbs. and travelling over rough, uneven terrain. The incumbent will be required to wear protective clothing and gear under special circumstances. Travel on and off the reservation is required.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Work with internal and external partners to develop and subsequently implement a five-year wildlife conservation plan for the Hopi Tribe.
- 2) Implement program activities related to the Tribe's culturally sensitive species.
- 3) Develop survey methodology and conduct annual aerial and ground surveys of mule deer, elk, birds and small game.
- 4) Prepares and submits applicable grants to assist with habitat management administers grant(s) in compliance with granting agency requirements/regulations, submits quarterly and annual narrative/statistical reports to supervisor and funding agency(ies).
- 5) Supervise and mentor interns, technicians, and volunteers.
- 6) Prepare and present program summaries and potential Resolutions of Support with the Program Manager to the Tribal Council, Task Teams, and Department Director.
- 7) Participate in, present, and attend relevant conferences, meetings, working groups, and recovery teams as a representative of the Department of Natural Resources and Program.
- 8) Host and participate in regular meetings and collaborate with the Hopi Tribes' numerous federal, state, non-governmental, tribal, and university partners.
- 9) Participate in, present, and attend relevant conferences, meetings, working groups, and recovery teams as a representative of the Program.
- 10) Conduct outreach and create educational opportunities with and for community members and students.
- 11) Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor of Science degree in Conservation Biology, Wildlife Management, Ecology, similar field is required.

AND

Experience: 1-4 years work experience conducting wildlife field work, project management, partner engagement, and working with Native Nations is desired.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven verbal and written communication skills to effectively communicate with tribal governments, congressional and legislative personnel, university, federal and state officials, and other partners
- Demonstrated ability in managing projects and people.
- Ability to use GPS units, camera traps, telemetry, and GIS.
- Willingness to work during the day or at night (depending on the wildlife survey) in inclement weather.
- Has a clean driving record with a valid Driver's License.
- Hopi or Native Nations affiliation is preferred but not required.
- Experience with conducting field work related to wildlife monitoring, management, and research
- Must be in good physical condition and able to perform strenuous field activities under inclement weather conditions and in rough terrain
- Ability to coordinate work efforts with other respective Tribal departments, as needed, to assure methods are technically accurate, culturally appropriate and in compliance with instructions or established procedures.

NECESSARY REQUIREMENTS

- 1) Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

Master of Science degree in a related field is preferred.

PD Developed: 01/11/2024