
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

Vacancy Announcement

Title: Fisheries Program Manager

Reports To: Director of Natural Resources and Environmental Policy, or Designee

Assigned Office

Location: Karuk Department of Natural Resources (KDNR),
Orleans, California

Supervises: Administrators, Coordinators, Specialists, Natural Resources Technicians, and volunteers as assigned

Salary: \$67,080.00 to \$85,966.40 DOE

Classification: Full Time, Regular, Exempt

Summary: The Fisheries Program Manager is supervised by the Director of Natural Resources and Environmental Policy or designee and is responsible for management of the Fisheries Program. The Fisheries Program Manager is responsible for administering fisheries projects that enhance fish habitat and population viability of fisheries resources of the Klamath River Basin. This position shall serve as the Department's primary contact in regards to fisheries issues and shall work cooperatively with federal, state, and local agencies and tribes to achieve the goals of the Karuk Department of Natural Resources. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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Responsibilities:

1. Supervises Administrators, Coordinators, Specialists, Natural Resources Technicians, and volunteers as assigned.
2. Provides staff assignments for specific projects with respect to common techniques of fisheries science and relevant study methods.
3. Develops and manages cooperative agreements with federal agencies, including the preparation of statements of work, annual meetings and budget negotiation processes for sustainable program funding.
4. Develops and submits grant proposals to federal, state, tribal fish and water commissions and private foundations.
5. Develops and implements fisheries research and monitoring projects with respect to management of the Klamath River and its habitats that support fisheries resources valued by the Tribe.

6. Participates in federal technical management teams with respect to the co-management of Klamath Basin fish and water resources as dictated by current policies and environmental laws including federal trust obligations, government to government meetings relevant to actions proposed by state and federal agencies as requested by the Tribe or KDNR Director.
7. Coordinates with agencies, other tribes and local non-profits on collaborative projects relevant to Klamath Basin fisheries monitoring and research.
8. Provides expert opinion relevant to actions by the Tribe and KDNR with scientific opinions relevant to environmental laws and regulations that are relevant to tribal natural resources, principally fish and water resources including; land management plans, biological opinions, habitat restoration plans, water management plans, and water and fish production models.
9. Writes technical documents including; proposals, study plans and scope of work, technical memos, scientific reporting, technical comments and research papers.
10. Engages in public speaking events including presentations at scientific workshops, fisheries conferences and other relevant natural resource management and scientific research forums.
11. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American people as well as researchers, educators, and agency personnel, and the greater community in culturally diverse environments.
2. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
3. Displays ability to establish and maintain harmonious working relationships with other employees, agency personnel, and the public. Demonstrated experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrated understanding and capacity to interpret internal policies, procedures, plans and guidelines.
6. Possesses an understanding of and/or has experience with NEPA and CEQA processes, compliance, and document development preferred.
7. Proficient writing skills for planning documents and summary reports.

Requirements:

1. Experience and/or Education:
 - a. Bachelor's degree in Fisheries, Biology, Environmental Studies, or other related field and four (4) years related work experience or;
 - b. An equivalent combination of education and related experience will be considered. Equivalencies based on a 2:1 ratio.
2. Must have at least two (2) years supervisory experience.
3. Must possess knowledge of Klamath River ecosystems and riverine processes.

4. Must have direct experience managing habitat restoration projects including managing contractors, bid selection, environmental permitting, and project reporting.
5. Must demonstrate the ability to use Microsoft Office Suite program, as well as other computer programs that help result in efficient planning.
6. Must possess knowledge of the geographical and political diversity in the Klamath Basin and have the ability to work collaboratively with outside project partners including private and tribal landowners, non-governmental organizations, and work collaboratively with governments including other tribal governments, federal and state agencies.
7. Must have experience writing project proposals including scopes of work and budgets, and be able to follow administrative processes for accepting grant funding.
8. Must have demonstrated ability to manage grant programs, work independently, and maintain grant-related time schedules.
9. Must be responsible for using safe work practices, following directives, guidelines and procedures and maintaining a safe and secure work environment.
10. Must be effective, efficient, productive, and timely in producing and delegating assigned work assignments as needed while maintaining data security at all times.
11. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier
12. Must adhere to the policies and procedures of the Karuk Tribe.
13. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Supervisory Responsibilities: This is a supervisory position

Physical and Environmental Requirements: Must be able to perform fieldwork duties under extreme environmental conditions that include work around water and steep terrain. Swimming and snorkeling are job requirements. Cold and wet weather conditions are common job hazards and use of wetsuit, waders and or dry suits are a requirement for safety.

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.

Committee Approved: July 31, 2025

Employee's Signature: _____

Date: _____

**** Employees must sign position descriptions annually, during their evaluation.**