
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
Location:	Happy Camp, CA/ Yreka, CA/ & Orleans, CA (as assigned)
Assigned Work Location:	Karuk Department of Natural Resources, Orleans, CA
Salary:	\$78,083.20-\$119,454.40 per year /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 (KDNR). Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: October 19, 2026 by 5:00 PM

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. 2043/7034, 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 Director of Natural Resources and Environmental Policy.
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. Adheres to Tribe's and Program's confidentiality and personnel policies.
12. Be available for local and out of the area travel as required for job related training and various activities.
13. Attends all required meetings, trainings and functions.
14. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
2. Demonstrated understanding and capacity to interpret internal policies, procedures, plans and guidelines.
3. Possesses an understanding of and/or has experience with National Environmental Policy Act (NEPA) and California Environmental Policy Act (CEQA) processes, compliance, and document development preferred.
4. Proficient writing skills for planning documents and summary reports.
5. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
6. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
8. Demonstrated ability to understand and follow oral and written instructions.
9. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
10. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

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 adhere to the policies and procedures of the Karuk Tribe.
12. Must be a self-starter, well organized, and willing to learn new skills.
13. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
14. Must successfully pass a pre-employment drug screening test.
15. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: September 21, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25