



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	820-4000-006	<b>Last Revised:</b>	12/14/2015
<b>Position Title:</b>	Lead Wildlife Biologist	<b>Department:</b>	Fisheries and Wildlife Management
<b>Reports to:</b>	Supervisory Fisheries and Wildlife Biologist	<b>Division:</b>	Administration & Public Works

**Primary Function:** This is a full-time and permanent position where incumbent will work as a field crew leader. The Lead Wildlife Biologist (LWB) aids in implementing research, conservation and management goals set by the Supervisory Biologist and Manager of the Cherokee Fisheries & Wildlife Management (CFWM) program. To manage wildlife, goals include the determination, establishment and application of biological principles, methods, and procedures necessary for the conservation and control of wildlife. As crew leader, the LWB will coordinate and oversee program staff duties related to fish and wildlife management. The LWB is responsible for explaining relevant goals and objectives provided by the Supervisory Biologist to technicians and temporary staff members, by communicating assignments, deadlines and milestones. The LWB will report about staff performance, including task completion, attendance and conflicts, to the Supervisory Biologist. The LWB will act as liaison between CFWM and the public, including landholders and visitors. Interactions with the public include, but are not limited to, addressing nuisance and depredation issues, performing outreach and education, fielding email and phone correspondence, and facilitating the creation of information (e.g. news articles) associated with activities. The LWB will work closely with EBCI Natural Resource Enforcement on wildlife depredation and wildlife-related vehicle accidents, and report results to the Supervisory Biologist. The LWB will work with the Supervisory Biologist and other EBCI staff to plan and implement scientifically-based, long-term, natural resource management protocols, ensuring scientific rigor from design to implementation.

- Job Duties and Responsibilities::**
- Coordinates and implements critical long-term population and habitat studies for wildlife species - particularly large mammals
  - Develops and designs various aspects of research, inventory, monitoring, and restoration projects on the basis of objectives outlined by the Supervisory Fisheries and Wildlife Biologist
  - Acts as a crew leader, directs staff and plans logistics required to conduct field studies
  - Recruits, trains and coordinates staff, volunteers, interns, and contractors to accurately follow program procedures and recognize departures from established quality control quality assurance guidelines
  - Determines and implements appropriate strategies to manage wildlife including the disposition of nuisance and/or injured animals according to methods approved by the American Veterinary Medical Association
  - Administers chemical immobilization and movement of large mammals when needed for research and management.
  - Uses a variety of firearms, including lethal, less than lethal, and chemical immobilization firearms, on large mammals in or near public use areas.
  - Collects morphological data during wildlife captures, collects blood samples, and administers identification markers such as ear tags, microchips, tattoos or radio-collars
  - Uses radio-telemetry and imaging equipment to locate wildlife in remote mountainous terrain
  - Oversee the collection of hunter harvest data, the monitoring of herd-health evaluations and sample processing for disease testing.

- Collects data and maintains the ecological, nuisance and depredation report databases.
- Utilizes analytical methods to oversee data organization in Microsoft excel and access, followed by interpretation with graphing and statistical programs (e.g. JMP, SAS, R, etc.).
- Analyzes data in Arc GIS and produces maps for wildlife management needs
- Prepares and presents biological reports and publications to scientific audiences
- Investigates wildlife complaints, makes field observations, evaluates problems, and provides technical assistance to community members
- Performs a variety of public relations activities related to the application of wildlife deterrent methods and public education opportunities focused on large mammal conservation
- Professionally communicates technical management findings about sensitive or controversial wildlife issues in a simplified format to the community and tribal leadership
- Communicates and applies safe work practices in both field and lab settings
- Develops and maintains cooperative relationships with other EBCI staff, federal and state agencies, NGO's, and universities to effectively implement EBCI wildlife management, research and conservation goals and objectives.
- Participates in wildlife planning meetings/conferences and promotes activities consistent with the cultural and environmental values of the Cherokee community.
- Provides leadership and team building techniques, such as group facilitation, coordination, coaching, problem solving, and interpersonal communication.
- Procures appropriate supplies and equipment, and assists Supervisory Biologist in tracking budgets.
- Assists in identifying wildlife staff professional development needs and ensures staff receives training in and follows professionally-accepted quality assurance protocols for wildlife operations.
- Participates in the preparation of long term and annual work plans related to wildlife management objectives
- Performs other coordinating functions and related duties as assigned by the Supervisory Fisheries and Wildlife Biologist.

**Education  
/Experience:**

Preference for a master's degree in fish and wildlife management, natural resources, or related biological field. Minimum education requirements for this position include a B.S. degree in one of the previously mentioned fields with a focus in wildlife sciences, mammalogy, or nuisance animal issues. Minimum required experience includes at least 2 years of wildlife management research in addition to a bachelor's degree or 1 year of related experience in addition to a master's degree. Previous experience in wildlife chemical immobilization, field necropsies, and radio-telemetry in mountainous terrain is required. Requires the ability to read and interpret scientific literature and contribute ideas to use as guidelines for new procedures. This position requires proficiency in Microsoft Office Suite including Word, Excel, and Access programs. Must possess experience in data management, processing, and interpreting- including creating figures and performing statistical analysis in R, SAS or JMP programs. Applicants should be proficient in presenting scientific information in both written and oral formats. 1+ year would be necessary to become proficient in most phases of the job. Must possess a valid driver's license.

**Job Knowledge:**

Works under direct supervision of the Supervisory Biologist and follows well-defined procedures and schedules for planning and implementing management duties. Must possess thorough knowledge of data collection and field study techniques. Must also have a thorough understanding of large mammal behavior, ecology, and management practices for resolving human-animal conflicts. Job requires the ability to rapidly and accurately provide decisions about animal welfare and operational issues to identify solutions to meet programmatic wildlife management objectives. Must have good problem solving skills, as well as strong written and verbal communication skills. Job knowledge includes the ability to maintain various types of

databases, and prepare statistical reports on health, production and harvest estimates for various large and small vertebrates. Skills are required to operate complex equipment and apply instrumentation in sampling and analyses. Must be able to multi-task and be engaged in simultaneous and diverse projects while overseeing multiple personnel. Must have proven leadership and dependability by meeting deadlines in prior work history, be able to work with little supervision, but follows supervision with a positive attitude. Proven ability to effectively work in a team setting, and supervise staff is also required. Must be able to work a flexible schedule, including performing standby duties. Must have knowledge of public relation principles and techniques and be able to maintain effective working relationships with community members and co-workers. Must have knowledge of the policies, procedures, and guidelines of program functions.

**Complexity of Duties:**

Incumbent must have a demonstrated ability to plan, prioritize and perform day-to-day responsibilities of the duties assigned within a fast and ever changing environment. Duties require outstanding judgment, creativity, initiative and ability to deal with complex factors. The ability to effectively communicate and report on operational duties is critical to this position. Incumbent must demonstrate the ability to take ownership of responsibilities, work on a variety of tasks simultaneously, and consistently meet deadlines - regardless of hours required in emergencies; accomplish tasks either by themselves or through their staff. Constantly evaluates and modifies wildlife-related operations to meet evolving needs. Duties require outstanding judgment, creativity, and initiative. Tasks are complex and often require resourcefulness and initiative to be successful. Must use problem solving skills and be able to collect and analyze information rapidly in performing job duties.

**Contact with Others:**

One of the most important aspects of the position is to interact with the public and tribal government, so incumbent must possess strong interpersonal skills. This position requires effective communication, along with tact, decorum, and professional etiquette with employees, management, community members, and government leadership at all times. Makes frequent contacts with the EBCI Natural Resource Enforcement agency, in supporting EBCI wildlife management objectives. Works with resource professionals at the Federal, State, and local agencies and private organizations to coordinate work assignments and provide technical assistance related to wildlife issues. Should be able to maintain a professional demeanor even under stressful conditions requiring wildlife management decision-making. Assists in the development of citizen science program, which includes landowner participation.

**Confidential Data:**

This position will create and have access to confidential data and information, including biological data, landowner information, network logins/passwords, and security codes and procedures. All information must be kept in the strictest of confidence. The unauthorized release of internal data is strictly forbidden. Must use a high degree of discretion when considering sharing data/information. Data produced through the Fisheries and Wildlife management department has the potential to be misinterpreted and should be kept confidential until an appropriate time for release. The employee must adhere to all Tribal policies and procedures including those pertaining to confidential information.

**Mental /Visual /Physical Effort:**

High levels of concentration are required while handling multiple projects and programs. Close attention to detail and conditions under which the work must be performed and which create hardship for the incumbent; including the frequency and duration of occurrence of physical demands, and environmental conditions. Candidate must be flexible and team oriented. Physical requirements of the job include times of moderate to strenuous activity and the ability to carry loads up to 50 pounds. Must be able to operate and maintain four-wheel drive vehicles and various laboratory/field equipment.

**Environment:** Approximately 40% of time will be spent in an office setting with the remaining 60% spent in the field. Must possess ability to work occasionally in extreme weather conditions, and hike through thick vegetation on uneven ground at sharp inclines. Must work in a busy office and field setting; faced with constant interruptions and high mental demands. Must be able to provide calm discourse when dealing with large-mammal depredation issues with often very harsh and upset landowners.

**Scope of Supervision:** Directly supervises temporary workers (up to 3) and wildlife technicians in wildlife data collection and nuisance mitigation. Must work as a team with all employees and supervisors cohesively. Must be willing to provide support and respond to emergency situations 24/7/365.

**Supervision Received:** Works under the guidance of the Supervisory Fisheries and Wildlife Biologist. The ability to lead, supervise, plan and work independently is required, but, when needed, must follow direction on a regular basis. Must exercise sound judgment in the completion of daily work.

**Responsibility for Accuracy:** The position deals with exact and precise figures/data. Responsible for the accuracy of the work performed by subordinates. Undetected errors could range from minor to significant impact. Errors in calculations and/or data collection could cause a misrepresentation of biological health and the environmental conditions within the surrounding community, therefore poor data management could result in far reaching impacts. Inaccurate reports could result in sanctions, public distrust and loss of revenue for the EBCI.