

**From:** Allison Luce  
**Subject:** Job Posting: Biological Technician and Admin Coordinator

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## Job Description – Biological Technician and Admin Coordinator

**FOCUS:** Field, lab and office support for science and operations

**LOCATION:** Auburn, CA

**STATUS:** Part Time, Permanent

**Overview:** Cramer Fish Sciences (CFS) is a fisheries consulting firm that conducts research and monitoring throughout the Pacific Northwest and California. Our mission is to rigorously apply the scientific method to afford our clients innovative, scientifically robust solutions to address a variety of fisheries and environmental challenges. The CFS team achieves this through effective and unbiased data collection, insightful analysis and interpretation, and clear communications and publication of results in scientific journals. The Biological Technician provides critical support for the organization by assisting science staff with fisheries field and lab work as well as coordination and administrative functions in the office. This includes field data collection (fish, habitat, water quality sampling), literature reviews, data entry, summary and analysis, and equipment procurement, meeting coordination, vehicle maintenance and other office activities to promote efficiency and organization. The split of these two key functions (field/lab work and office coordination) will vary throughout a 20 – 30-hour workweek.

### Essential Duties and Responsibilities:

- Support staff; coordinate travel, coordinate meetings, research/obtaining technical documents, answer phone calls as a member of operator phone queue, documentation filing, purchase supplies, coordinate permitting, support entry and review of time and expenses as needed
- Documentation support through formatting, transcribing, inputting, editing, retrieving, copying and creation
- Maintain schedules and correspondence
- Perform hands on work which may include water sample collection, fish trapping and tagging, visual estimation techniques (e.g., snorkeling, redd surveys), collecting data on the physical environment (e.g., water quality, channel bathymetry) and taking measurements of individual specimens
- Perform habitat assessments including surveys of stream habitat condition, measurements of streamside vegetation conditions, and water quality monitoring
- Conduct data collection, entry, and organization and basic analysis of fisheries and aquatic habitat related data
- Prepare and organize the upkeep of all equipment and supplies needed for field work
- Assist Lead Biologists on various tasks including: collecting data, literature reviews, performing statistical analyses and problem solving for various projects, studies and other assignments
- Perform other duties as assigned

### Critical Knowledge, Skills and Abilities (required):

- **Project Management Skills:** Assist Biologists on several projects and serve as support for all preparation of needed materials, data

collection and necessary equipment in order to successfully complete the project.

- Team Leadership Skills: Within a team and Employee Stock Ownership Plan (ESOP) culture, sets personal high performance and quality standards to contribute to team success. Views all members of the team as critical and important and treats team members with respect and professionalism.
- Office Management: Able to manage and coordinate administrative processes; comfortable in communicating with employees, partners and clients
- General Administrative Support: Ability to manage office calendars, correspondence, office organization and general support for Staff on facility and other matters

#### Personal Attributes

- Strong attention to detail
- Strong organization and coordination skills; ability to meet deadlines and ability to multi-task
- Ability to work collaboratively with others to resolve problems
- Excellent verbal and written communication skills; able to express and exchange ideas
- Knowledge of fisheries, forestry or wildlife studies
- Safety conscious in all aspects of field and office work
- Ability to work independently or as part of a team with strong organization and coordination skills
- Approaches work from a high-energy, efficient standpoint
- Ability to handle multiple tasks with overlapping deadlines
- Ability to accurately interpret and follow established guidelines and procedures
- Ability to produce accurate, timely and quality work products and be accountable for meeting objectives
- Strong customer service ethic
- Positive energy as evidenced in an optimistic outlook, a sense of humor and a disposition to encourage

#### Desired Experience

- Experience conducting field work and operating boats other equipment utilized in field surveys and studies
- Demonstrated skills in coordinating logistics and administrative functions for field operations
- Environmental science experience including, stream ecology, forestry, fisheries, or related field
- Familiarity with IT and ability to learn new skills independently

#### Education/Minimum Qualifications:

- Bachelor's degree in Fisheries, Forestry, Biology or similar field
- Basic level proficiency with MS Office Suite
- Entry-level skills in data entry into databases, developing graphs and basic data analysis

#### Working Conditions and Physical Demands:

- Must be comfortable working in the aquatic environment including working from a boat platform, wading in rivers and streams
- Must be able to work effectively in inclement weather in remote locations
- Ability to lift 50 pounds and carry cross-country, down steep slopes and over rough terrain
- Possible long periods of computerized data entry in an office

environment

- Working irregular hours in various kinds of weather and potentially rugged terrain on occasion in order to meet project deadlines
- Travel field work may require extended travel to remote areas for 2-5 days at a time

Compensation and Benefits:

Competitive base salary based on qualifications

CFS is an Employee Stock Ownership Plan (ESOP) company

Closing Date: until filled.

Location: Auburn, CA

How to apply: Please send cover letter and resume to:

hr@fishsciences.net.