

Job Description  
Finfish Manager



## The Port Gamble S'KLALLAM TRIBE



**Job Title:** Finfish Manager  
**Supervisor's Title:** NR Director  
**Average Hours Per Week:** 40

**Department:** Natural Resources  
**Pay Rate:**  
**Date of Revision:** January 4, 2022

**Job Summary:**

The Finfish Manager will apply sound biological principles to the management of freshwater and marine finfish populations in the Tribe's usual and accustomed fishing area. Responsibilities will focus on the collection and analysis of biological data, the negotiation of harvest plans, the development of fishing regulations, and the identification and development of research and enhancement opportunities. The Finfish Manager will work closely with the Tribe's Research and Monitoring Program to ensure that management decisions are in step with the Tribe's seven generation restoration and recovery goals.

**Duties Include:**

- Plan, organize, and administer the PGST's finfish harvest management program. Access and analyze fish population data and review management options in consultation with other tribal biologists and make recommendations to the Natural Resources Director, Point No Point Treaty Council, Fish Committee and Tribal Council regarding management options and program operations.
- Serve as both a technical and policy representative for PGST regarding issues affecting salmonid stocks and marine fish originating from or harvested in the Tribe's usual and accustomed fishing area.
- Work jointly with Point No Point Treaty Council staff regarding mixed stock fisheries management, harvest allocation, run size forecasting, preseason planning, stock assessment, recovery planning and other related matters.
- Implement Tribal Fisheries harvest plans through the issuance of regulations; provide notification to fishers regarding in-season adjustments to fisheries.
- Coordinate and oversee the PCSRF grants applications and reporting.
- Manage yearly BIA cyclic and Hatchery Reform grants.
- Provide oversight of the Tribe's Salmon Hatchery Program.
- Coordinate with State, Tribal, and Federal fisheries agencies regarding planning objectives and goals for hatchery production and population recovery programs.
- Conduct and coordinate fisheries sampling for both salmon and halibut.
- Work with enforcement personnel to identify enforcement needs and address problems.
- Provide support for PGST's fisheries research and monitoring efforts in collaboration with the Research and Environmental programs.

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- Assist the Natural Resources Director in obtaining and maintaining fisheries related grants.
- Participate in staff meetings to ensure that collaboration and cooperation among Natural Resource Department programs is optimized.
- Assist in organizing the Tribe's yearly Return of the Salmon ceremony.

**Qualifications:**

- **Education/Experience:** Must have a bachelor's degree in biological sciences and at least five years of experience working as a biologist or resource manager. A Master's degree may be substituted for one year of experience.
- **Licensing/Certification:** Valid Washington State driver's license.
- **Personal Computer Skills:** Must have moderate to advanced experience with databases (ACCESS) in addition to advanced word processing (Word) and spread sheet capabilities (Excel) and familiarity with other software.
- **Other Important Skills:**
  - Must have accurate and well-organized data management and record keeping skills.
  - Must have, at minimum, a basic understanding of programming and statistics.
  - Must demonstrate ability to take initiative and work independently on projects.
  - Preferable, familiarity with Tribal fisheries programs in the Pacific Northwest.
  - Preferable, experience operating boats and working in the field.
  - Must have a friendly and outgoing personality.
  - Must comply with the Tribe's Substance Abuse and Personnel Policies.
- **Requirements:**
  - Regularly required to use hands to finger, handle or feel, and talk or hear.
  - Frequently required to walk, sit, stand and reach with hands and arms.
  - Walking on uneven surfaces, on beaches and piers required.
  - Occasionally required to stand, stoop, kneel, crouch and crawl and lift and/or move up to 50 pounds.
  - Vision requirements include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Travel Requirements:**

- Frequent local regional travel and occasional national and international travel as required.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_