



PYRAMID LAKE FISHERIES

603 SUTCLIFFE DR - Reno, NV 89510

(775) 476-0500 FAX (775) 476-0558

JOB ANNOUNCEMENT

Posting Date: June 14, 2010

Closing Date: July 26, 2010
At 4:00 p.m.

POSITION:

Executive Director

LOCATION:

Pyramid Lake Fisheries
603 Sutcliffe Drive
Reno, NV 89510

SUPERVISOR:

Tribal Vice-Chairman

SALARY:

\$25.53 - \$26.30 per hour

DEFINITION:

Responsible for the management and administration of the Pyramid Lake Fisheries (PLF) Program. Coordinates the overall planning, fiscal management, personnel management and inter-departmental programs.

DUTIES AND RESPONSIBILITIES:

Develops and implements goals and objectives of the Pyramid Lake Fisheries resource management program in accordance with established Pyramid Lake Fishery Conservation Plan, restoration and recovery plans formulated on the Pyramid Lake Fishery and aquatic habitats.

Advised and reports all program activities i.e. planning, fish rearing operation and environmental issues to the Tribal Vice-Chairman and the Fisheries Board of Trustees. Attends all board meetings and Tribal Council meetings as required.

Coordinates all agenda and special action items for the monthly board meetings and Tribal Council Meetings.

Coordinates management activities of the fisheries program: makes recommendations to the Board of Trustees for any program changes or improvements of the fisheries program.

Supervises all professional, technical and clerical staff of the Pyramid Lake Fisheries. Monitors and evaluates staff performance in accordance with the Pyramid Lake Fisheries Personnel Policies and Procedures Manual.

Maintains and updates a Fisheries organizational chart, review position and staffing needs, operational procedures, activity schedules, job descriptions, position qualification, salary, and training. Conducts regular Supervisors, Managers, and Employee meetings.

Develops and implements management policies for budget allocations, grants and contracts, personnel management and procurement. Coordinate program and project activities to assure consistence with tribal policies, goals, and objectives.

Coordinates overall fiscal responsibilities of all departments, which includes budget formulation, budget modifications, feasibility reports, quarterly portfolio trust investment and earned interest reports, and budget analysis, review of monthly department reports, review of all employee time sheets, and schedules annual Financial audits of Program.

Develop and maintain liaison with Federal, State, and local agencies and the public to ensure that the Fisheries Program is consistent with all Federal, State and local regulations. Attend all Regional Water Planning Commission Meeting authorized through Tribal Resolution (2) per month. Attend all Management Oversight Group meetings authorized by the Fisheries Board of Trustees (MOG).

Coordinates the services of other agencies or consultants as needed to maintain efficient program operation. Attend monthly Tribal interdisciplinary team meeting composed of tribal technical representatives in accordance under MOA with the annual Water Management Plan and the Conservation and Management Plans (TROA-MOA). Attend monthly tribal departments coordination meetings.

Performs other related duties as required by the Tribal Vice-Chairman or Fisheries Board of Trustees.

Oversees all records management for the PLF Programs.

MINIMUM QUALIFICATIONS:

Ability to plan, supervise and execute fishery operation.

Coordinate and monitor all finance and budget operation.

Establish and maintain a continual liaison and working relationship with the fisheries staff, State and Federal, County and Federal Governmental contacts.

Ability to communicate both orally and in writing in order to prepare data required for presentation at monthly board meetings, tribal council meetings and meetings with the public while representing the Fisheries.

Ability to understand the program mission of protecting fish, wildlife and their habitat for use of enjoyment by present and future generations.

Ability to work collaboratively with others to resolve problems.

Ability to understand the general principles of government-to-government relations, trust responsibility & sovereignty.

Must possess a valid Nevada Drivers license and be insurable under the Fisheries Vehicle insurance policy.

REQUIRED EXPERIENCE AND TRAINING:

A combination of experience and education equivalent to graduation from a Four-year college or university with major course work in Resource Management, Fisheries Science, or closely related degree in Biological Sciences. Managerial experience in fisheries may be substituted for college course work.

Note: All college credit must be verified by original transcript.

(A Pyramid Lake Fisheries residence and vehicle is included with this position in Sutcliffe, Nevada)

TO APPLY: Applications to be filed at the Pyramid Lake Fisheries Administrative Office, located in Sutcliffe, NV. For more information please contact the Pyramid Lake Fisheries at (775) 476-0500.

TRIBAL DRUG AND ALCOHOL TESTING POLICY: All offers of employment will be contingent upon successfully passing urine alcohol/drug screening. A positive drug test (meaning any presence above the threshold levels) will disqualify and applicant for employment for a period of six months. The cost of the pre-employment drug/alcohol testing (**\$23.95**) will be the responsibility of the prospective employee.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, The Pyramid Lake Fisheries is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964. Amended in 1991.