



## **JOB DESCRIPTION**

**Job Title:** ESA Grant Fishery Coordinator  
**Dept./Division:** Development Services  
**Unit:** Fish Hatchery Project  
**Job Family/Class:** Management Analyst Series  
**Supervised By:** Development Services Director  
**Employee Type:** Full Time  
**Pay Grade:** 23

### **NATURE OF WORK:**

The ESA Grant Fishery Coordinator is responsible for coordinating the tribal hatchery feasibility study. The ESA Grant Fishery Coordinator provides assistance to the Tribal Chair and Council members on the different test hatchery models, the infrastructure, environment impact and legal consideration for each model. This position requires extensive research and understanding of environment regulations needed for the possible adoption of the Pascua Yaqui Fish Hatchery Program. The position also requires the incumbent to assist the Office of the Attorney General in the development of a tribal environmental code and a agricultural permitting code.

### **ESSENTIAL FUNCTIONS:**

- Research and provide complex analysis and recommendations for the Fish Hatchery Program and develop a presentation on each fish hatchery model; the infrastructure, environmental impact and legal consideration for each model.
- Work closely with the Office of the Attorney General in the development of a tribal environmental code and agricultural permitting code.
- Research federal, state and local regulations concerning land usage for a fish hatchery.
- Work closely with the Fish and Wildlife Service to determine the needs of the fish that are being considered for the fishery project, assist in the identifications of possible locations, infrastructure requirements and cost.
- Develop outline and policies for the hatchery program.
- Make presentations to the Tribal Council, Environmental Study Committee and community members on the Fish Hatchery Program.
- Act as representative of the Tribe in a variety of high-profile matters; perform liaison activities, prepares and presents information regarding program activities.
- Perform other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Environmental law issues, natural resources law, water rights and regulations concerning endangered species;

- Development of Tribal Law and the process for creating an Tribal Ordinance;
- Location and access to research sites required to search federal, state and local regulations, and statutes required to establish a fish hatchery;
- Project management principles;
- Report preparation techniques;
- English language, grammar and punctuation;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Maintain records and prepare reports;
- Manage and execute multiple tasks;
- Facilitate strategic, long-range planning activities;
- Analyze, evaluate and interpret planning principles and practices;
- Develop and prepare a variety of business and legal correspondence, records, reports, documents and forms;
- Work independently;
- Public speaking and presentation development;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

Completed or currently attending first year of law school at an accredited university and or related field of study.

**AND**

- Must have completed a course work in Legal Research and Legal Ethics;
- Experience with Tribal Law research is preferred;
- Completion of course works in environmental law and water rights law is preferred.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's License.

**BACKGROUND CHECK:**

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbent may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, travel and work space restrictions.

**Light Work:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

**This position will require the incumbent to work non-traditional hours, nights and weekends.**

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

Review and Approved by:

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Department Head and/or Designee

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Date

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H.R. Manager/Classification & Compensation

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Date

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Human Resources Director

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Date