

# KEWEENAW BAY INDIAN COMMUNITY

## 2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President  
RODNEY LOONSFOOT, Vice President  
SUSAN J. LAFERNIER, Secretary  
ELIZABETH "LIZ" JULIO, Assistant Secretary  
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
EVERETT EKDAHL, JR.  
SUE ELLEN ELMBLAD  
DALE F. GOODREAU  
HOPE E. LARAMORE  
SAM LOONSFOOT  
TONI J. MINTON

## WILDLIFE BIOLOGIST

One (1) Full-time, Non-exempt position (Grant funded position)

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- Minimum of three (3) professional Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- Copy of High School Diploma or GED
- College Transcripts
- Copy of valid, unrestricted Michigan driver's license
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

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## POSITION ANNOUNCEMENT

### **POSITION:**

#### **Wildlife Biologist**

One (1) Full-time, Non-exempt position (Grant funded position)

### **LOCATION:**

Natural Resources Department  
L'Anse, Michigan 49946

### **SUPERVISORY CONTROL:**

Wildlife & Habitat Manager

### **SALARY:**

Grade 10 (minimum starting wage = \$23.37/hour DOQ/DOE)

### **REQUIRED QUALIFICATIONS:**

- Bachelor of Science Degree in Biology or Ecology required, with an emphasis in wildlife and wildlife related subjects.
- Must have two years of experience working in wildlife management.
- Must have experience in statistical analysis, wildlife identification, wildlife population and habitat data collection methods and techniques, data reduction, data interpretation, and scientific reporting.
- Knowledge of Tribal, State, and Federal regulations and statutes that relate to management of wildlife species and habitat preferred.
- Must be willing and able to conduct fieldwork in remote locations both independently and in crews.
- Must have at least one year of experience supervising other staff or crews.
- Must be willing and able to work in rugged terrain and conditions including times of inclement weather such as snow, rain, heat, or cold.
- Must be willing to work flexible hours including: 8+ hour days, late night, early mornings, and weekends, as needed.
- Must be willing to travel at least 50 miles per week to complete work related activities.
- Must have technical report writing experience.
- Grant writing experience preferred.
- Project management experience preferred.
- Must have experience with GPS and compass navigation.
- Must have experience with Arc GIS, Microsoft Word, Excel, and PowerPoint.

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- Must be in good physical condition, able to lift fifty (50) pounds unassisted.
- Must have strong written and oral communication skills; including legible handwriting and the ability to communicate with the public and across generations.
- Must be willing to travel for trainings, conferences, and meetings which may require out of town travel and overnight stays.
- Good attention to detail and be highly motivated to learn new and challenging skills.
- Able to work effectively and maintain a disciplined and professional work ethic both with minimal supervision and in a team environment.
- Must possess a valid, unrestricted Michigan Driver's License; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

### **DUTIES AND RESPONSIBILITIES**

1. Oversight of the Wildlife Program, which includes: training and supervising wildlife program staff, guiding work activities, delegating tasks, and conducting performance evaluations.
2. Attend trainings as needed or assigned by supervisor, including but not limited to: R software, project management, field methods, supervising, chemical immobilization of wildlife, GIS, wildlife disease screening/necropsy, professional development, etc.
3. Plan and implement wildlife population and habitat projects.
4. Maintain wildlife program database, including adding new data and maintenance of long-standing datasets.
5. Collect, organize, analyze, and interpret/summarize wildlife and habitat related data. Develop grant and technical reports.
6. Work with minimal supervision to solve technical and practical problems.
7. Maintain KBIC eagle retention permit and assist with NRD repository.
8. Communicate effectively with the U.S. Fish and Wildlife Service, Bureau of Indian Affairs, other federal government agencies, State agencies, the local public, the Keweenaw Bay Indian Community, KBIC Government Departments, and other groups and persons on a regular basis.
9. Prepare reports, including but not limited to monthly reports, grant reports, technical memoranda, and technical reports.
10. Maintain strict confidentiality regarding KBIC related information and data as required, shall develop and maintain good working relations with the other KBIC Natural Resources Department and KBIC Government staff, and shall maintain a disciplined work ethic with minimal supervision.

11. Work with multiple computer programs including MS Word, MS Outlook, MS Excel, MS Access, MS Power Point, Arc GIS, Terrain Navigator, and other data analysis software.
12. Review, interpret, and comply with Federal laws and policies as required.
13. Assist with contractor and consultant solicitations, management, and oversight as directed.
14. Assist KBIC with other wildlife related issues and projects, including, but not limited to, integrated resource management planning, review of existing natural resources related regulations and policy (i.e. Tribal Codes), and planning/implementation of various wildlife protection, restoration, and enhancement projects.
15. Review and revise KBIC wildlife program plans (i.e. Wildlife Stewardship Plan). Write and implement new plans as needed (i.e. eagle projection). Review and provide written comment on State and Federal wildlife related plans.
16. Assist with proper management of grants and Tribal Council funds necessary to implement program activities
17. Lead, assist, and participate in wildlife and habitat initiatives, committees, and work groups.
18. Assist and at times lead habitat monitoring and restoration efforts.
19. Develop and provide presentations to the community and at conferences related to wildlife populations, habitat, and other wildlife related issues.
20. Seek grants and prepare grant proposals to continue funding for this position and the Wildlife Program.
21. Perform other duties as directed by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.*

**Distribution Date:** July 10, 2024

**Closing Date:** July 24, 2024 at 4:00pm

TERO approved: Debra P. Ciciano: 7.10.2024

Reviewed for barriers only!