

Chippewa Ottawa Resource Authority
179 W. Three Mile Road
Sault Ste. Marie, MI 49783
Ph. 906-632-0043
Fax: 906-632-1141

Job Description

JOB TITLE: Fishery Harvest Data Specialist
DEPARTMENT: Biological Service Division
CLASSIFICATION: Full-time, Regular
REPORTS TO: CORA Executive Director
COMPENSATION: Commensurate with Relevant Education and Experience
POSTED: Open Until Filled
SUBMITTAL: CORA Executive Director

POSITION SUMMARY:

Under the direction of the CORA Executive Director and the CORA Board, the Fishery Harvest Data Specialist oversees the collection, processing, and analysis of tribal catch, effort, and licensing information, from the Great Lakes commercial and subsistence fisheries. This position will work collaboratively with various Tribal Nations, agencies, departments, etc. to provide such services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following and other duties may be assigned:

- Maintain an efficient system for collecting, processing, and analyzing tribal catch, effort, licensing, and geographic distribution information using computer database software.
- Collect and summarize non-tribal harvest, stocking, and associated information, and perform analysis as required.
- Prepare appropriate reports/analyses relative to fishery harvest and effort data as required.
- Other duties assigned by the CORA Board.

CONTACTS:

CORA Board, Licensed Tribal Fishers Federal/State/Community/Other Tribal Contacts and General Public.

POSITION REQUIREMENTS:

- Minimum of a high school diploma, with Bachelor of Science degree from four-year college/university in Fisheries, Aquatic Ecology, and minimum of two years' experience preferred.
- Must be proficient in the use of database, spreadsheet, word processing programs, computer technology, and other such technologies needed to effectuate a proper database.
- Training or experience in Great Lakes fisheries, and/or tribal harvest reporting systems and processes required.

- Experience in tribal communities and minimum of two years' experience preferred.
- Coordinates with various Tribal Nations to ensure timely reporting, scheduling, and data entry within any applicable database.
- Oversees and ensures the quantity and quality of the work by requiring strict adherence to established methods and procedures.
- Must be organized, strive for accuracy, and able to work under pressure situations.
- Must be able to communicate with tribal fishers in a professional manner.
- Must maintain confidentiality.
- Experience in working within inter-governmental committee structures preferred.
- Must function with each of the CORA Tribes in an impartial unbiased manner.
- Employee must present a professional appearance, attitude and demeanor in all situations.

PHYSICAL REQUIREMENTS:

Position is considered light duty with lifting up to 20 to 50 pounds with frequent lifting/carrying up to 10 pounds. Physical factors include constant sitting and typing, frequent use of hearing and occasional standing, walking, carrying, stooping, kneeling, reaching, bending, manual handling, use of near vision, depth perception, color and field of vision. Must be able to travel.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have Michigan driver's license and be insurable.

WORK ENVIRONMENT:

Primarily office environment, most daytime schedule 8:00 am. – 5:00 p.m.; extended hours may be necessary during peak periods. Overnight travel infrequent. Extensive computer work.

General office environment. Frequent travel to meetings among tribes and with other governments, non-governmental entities, and individuals as necessary.

COMMENTS:

Native American Preference will apply.