

## COLUMBIA BASIN FISH AND WILDLIFE AUTHORITY

### POSITION DESCRIPTION

**JOB TITLE:** Research, Monitoring and Evaluation and Wildlife Mitigation Coordinator

#### **BACKGROUND:**

The Columbia Basin Fish and Wildlife Authority (CBFWA) is a regional association serving the federal, state, and tribal fish and wildlife managing entities of the Columbia River Basin. The CBFWA was established by charter to coordinate the efforts of its Members to protect, mitigate and enhance the fish and wildlife resources of the Columbia River Basin. The CBFWA is a consensus organization and presents only consensus positions of its Members. The CBFWA Members established the Columbia Basin Fish and Wildlife Foundation (CBFWF), a non-profit corporation, to carry out the fiscal and staff managerial responsibilities of CBFWA.

#### **NATURE AND SCOPE**

This position reports to the Executive Director.

The incumbent will provide the necessary technical and policy analysis for CBFWA's efforts in the development and implementation of a Collaborative System-wide Monitoring and Evaluation Project, for CBFWA's Wildlife Advisory Committee, and for CBFWA's Fish Screen Oversight Committee.

#### Coordinated System-wide Monitoring and Evaluation Project (CSMEP) (0.6 FTE)

Act as technical administrator for CSMEP contract compliance by subcontractors.

#### Wildlife Advisory Committee (WAC) (0.3 FTE).

Provide logistical and coordination support for the Wildlife Advisory Committee (WAC).

#### Fish Screen Oversight Committee (FSOC) (0.1 FTE).

Provide coordination and technical support to the FSOC.

#### **DUTIES**

##### CSMEP

- Assist in the development of subcontracts with project sponsors.
- Assist in the coordination of schedules, priorities and work tasks among contractors.
- Monitor contract compliance.
- Assist in resolution of non-compliance issues.
- Report non-compliance to the Members Advisory Group.

##### WAC

- Coordinate schedules, priorities and work tasks with the WAC Chair.
- Prepare and distribute meeting notices, agendas and action notes and assure that meeting arrangements are made.
- Prepare draft documents for WAC consideration.
- Facilitate scientific review of project management plans to assure consistency with CBFWA Wildlife Mitigation Operation, Maintenance and Enhancement Guidelines document.

- Track NPCC wildlife related activities and provide updates to WAC as appropriate.
- Assist with other activities as assigned by the WAC Chair.

#### FSOC

- Monitor activities of the various fish screening technical work groups dealing with screening issues on tributary streams.
- Assist with identifying, prioritizing and monitoring the planning and implementation of fish passage projects on tributary streams.
- Facilitate and coordinate the Annual Fish Screening and Passage Workshop

### **QUALIFICATIONS**

#### Required:

Must have a college degree in natural sciences with at least ten years of natural resource management experience.

Institutional knowledge of the fish and wildlife resources of the Columbia River Basin.

Experience working with, and knowledge of, the state, federal and tribal fish and wildlife management entities in the Columbia Basin and their procedures.

Working knowledge of the other organizations natural resource interests in the Columbia Basin such as the Northwest Power Planning Council, Bonneville Power Administration, the Bureau of Reclamation, U.S. Forest Service, Corps of Engineers, etc.

Must have skills in negotiation, facilitation, coordination and decision-making processes.

Ability to communicate in public and private forums, both orally and in writing.

Must be willing to travel within the Columbia Basin as necessary.

### **CONDITIONS OF EMPLOYMENT**

The office is located in the CBFWA staff facilities in Portland, Oregon.

The Columbia Basin Fish & Wildlife Foundation is responsible for all personnel activities related to payroll, expenses, and benefits, as outlined in the CBFWF Personnel Policy Handbook.

Some travel is required.

The position is non-civil service.

The salary range is GS12/13 - \$64,860 to \$100,263.

The trial service period is six months. A performance review will be held after the first three months and again at six months. Annual reviews will follow.