



COLUMBIA BASIN FISH AND WILDLIFE AUTHORITY

851 SW Sixth Avenue, Suite 300 | Pacific First Building | Portland, OR 97204-1339
Phone: 503-229-0191 | Fax: 503-229-0443 | Website: www.cbfwa.org

June 15, 2009

JOB ANNOUNCEMENT

The Columbia Basin Fish and Wildlife Authority (CBFWA) is seeking a Regional Habitat Evaluation Procedures (HEP) Team Coordinator Assistant.

JOB TITLE: Regional HEP Team Coordinator Assistant

BACKGROUND

The 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 Regional HEP Team Coordinator for CBFWA and will coordinate with other CBFWA staff as required. Under the direction of the Regional HEP Team Coordinator, the incumbent conducts HEP surveys, supervises temporary field staff, assists with coordinating HEP schedules and activities with CBFWA staff, CBFWA wildlife managers, and appropriate BPA Contracting Officer's Technical Representatives (COTR) as needed.

DUTIES

- Assists in planning and coordinating the HEP field activities;
- Train and supervise field staff;
- Assist field staff conduct HEP surveys;
- Manage field data and assigned budgets;
- Present HEP results to project sponsors as directed;
- Coordinate activities with CBFWA staff, wildlife managers, and BPA COTR's as needed;
- Assist in preparing reports and issue papers as needed;
- Perform other duties as assigned.

QUALIFICATIONS

Required

- Possess a Bachelors Degree with a minimum of 40 credit hours in wildlife, natural resources, biology, dendrology, or other sciences;
- Skilled in computer science and/or statistical analysis;
- Be familiar with probabilistic sampling;
- Have GIS skills (Arc-View, Maptech, Delorme software);
- Be skilled in plant identification;
- Three years supervisory experience;
- Be familiar with BPA wildlife mitigation crediting issues and loss assessment documents;
- Be willing to travel within the Columbia Basin as required and remain overnight at or near job sites;

Coordinating and promoting effective protection and restoration of fish, wildlife, and their habitat in the Columbia River Basin.

The Authority is comprised of the following tribes and fish and wildlife agencies:

Burns Paiute Tribe

Coeur d'Alene Tribe

Confederated Salish and Kootenai Tribes of the Flathead Reservation

Confederated Tribes of the Colville Reservation

Confederated Tribes of the Umatilla Indian Reservation

Confederated Tribes of the Warm Springs Reservation

Confederated Tribes and Bands of the Yakama Nation

Idaho Department of Fish and Game

Kootenai Tribe of Idaho

Montana Fish, Wildlife and Parks

National Marine Fisheries Service

Nez Perce Tribe

Oregon Department of Fish and Wildlife

Shoshone-Bannock Tribes of Fort Hall

Shoshone-Paiute Tribes of Duck Valley

U.S. Fish & Wildlife Service

Washington Department of Fish and Wildlife

Coordinating Agencies

Columbia River Inter-Tribal Fish Commission

Upper Columbia United Tribes

Compact of the Upper Snake River Tribes

- Possess good communication skills, both written and oral (interview will include a writing skills sample);
- Be able to perform the physical demands of working long hours in arduous field conditions and traveling across rough terrain.

Desirable

- Be familiar with regional natural resource issues;
- Be HEP certified or willing to complete training to become certified within 90 days of accepting the position;
- Ability to work well with a variety of people.

CONDITIONS OF EMPLOYMENT

The HEP Team Coordinator Assistant will be based out of Spokane, Washington. Residing in Spokane is not required; however, the HEP Team Coordinator Assistant is expected to commute to assigned office/work space. Field work sites are located in Washington, Idaho, and Oregon.

The Columbia Basin Fish and Wildlife Foundation (a nonprofit corporation under Oregon law) will handle all administrative functions of the position including salary, expenses, benefit package and administration of personnel rules.

The position is non-civil service. This position is classified as salaried/exempt. The salary level is a GS-11 \$56,411 - \$73,329 plus per diem and mileage allowance (government rates). ***Filling this position is dependent on funding to be determined in July 2009.***

The trial service period is six months with a six month performance review. Annual performance reviews follow.

SOLICITATION SCHEDULE (Revised August 5, 2009)

Job Announcement distributed:	June 15, 2009
Closing date for submitting applications:	July 15, 2009
Qualified candidate notified:	August 5, 2009 August 20, 2009
Qualified candidates interviewed in Portland, Oregon:	August 21, 2009 August 31, 2009
Final selection date:	August 25, 2009 September 3, 2009
Notification date:	September 1, 2009 September 14, 2009
Assignment to begin on or about:	October 1, 2009 (may have to be extended to October 15, 2009)

***APPLICATIONS SHOULD BE SENT TO:**

Jann Eckman
 Assistant Director
 Columbia Basin Fish and Wildlife Authority
 851 SW 6th Ave., Suite 300
 Portland, OR 97204
 Phone: 503/229-0191
 Fax: 503/229-0443
jann.eckman@cbfwa.org

****Applications consist of resume and three letters of reference***

.I:\HR\RegionalHEPTeamCoordAsst\JobAnnouncement_HEPCoordAsst_RevSched.doc