



Phone (360) 466-3163  
Fax (360) 466-5309

## Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Mborage Way

LaConner, Washington 98257

### **JOB ANNOUNCEMENT**

#### **WATER RESOURCES ANALYST**

**SALARY: DOE**

**CLOSES: MAY 9, 2014**

#### **GENERAL FUNCTION:**

The Water Resource Analyst works under general supervision providing analytical and programmatic support to the Water Resource Program by ensuring proper data collection and management, data analysis and reporting, and administration and planning of water resources projects. The Analyst performs technical and skilled work and operates and maintains a variety of research equipment in the completion of various data collection and research projects. This is a full-time, permanent position based in the Swinomish Department of Environmental Protection, and is supervised by the Environmental Director.

#### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Water Resource Analyst assists the Environmental Director in management of Water Resources Program including program planning, coordinating data collection, data entry and management, data quality control, and analysis and reporting. The incumbent is responsible for maintaining field and laboratory equipment, research vessels, and supplies inventory, managing, spending, and purchasing supplies as needed. The incumbent will participate in all phases of grant writing for ongoing and new funding application, prepare technical reports, presentations and review documents; draft and/or comment on Tribal environmental policies related to water resources.

The Water Resource Analyst works cooperatively and collaboratively with other Water Resources staff, other Swinomish Tribal Community Departments, and with community at large to accomplish the mission of the Water Resources Program, Department of Environmental Protection and the Swinomish Tribal Community.

#### **OTHER DUTIES:**

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

**SKILL IN:**

- Ability to follow detailed data collection and data quality assurance/quality control procedures
- Physical ability to work in the field including wading in streams, wetlands, and at beaches; and work from a boat during inclement weather as well as work in an office setting;
- Experience using a computer, spreadsheet and water quality data collection programs, data entry, creating technical presentations, and scientific report writing;
- Experience in handling, launching, and retrieval of boat in area waters.

**MINIMUM REQUIREMENTS:**

- Master's degree with emphasis and college coursework in environmental, physical, or natural science, or other discipline appropriate to the position.

**SPECIAL REQUIREMENT:**

- Valid Washington State Driver's License.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

**APPLICATION INSTRUCTIONS**

- Request an Swinomish Tribal Community application by calling **(360) 466-7353** or **(360) 466-1216** or e-mail to [aidwards@swinomish.nsn.us](mailto:aidwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form; **do not write, "See resume" on the application; professional or scholastic references only.**
- Return cover letter, resume, and application by May 9, 2014 to:

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
LaConner, WA. 98257**

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent of the successful completion of a drug and alcohol screening (per job description) and a successful applicant must meet minimum standards of character based on a background check.