



JOB DESCRIPTION

POSITION: Wildlife Biologist

REPORTS TO: Director of Conservation

STATUS: Full time, Exempt

UPDATED: May 2017

DEPARTMENT: Conservation

ORGANIZATION:

The Catalina Island Conservancy “(Conservancy)” an independent, California 501(c)(3) non-profit organization, was formed in 1972 to protect and restore the natural and cultural resources of Santa Catalina Island, and to make them available for public recreation, education, and enjoyment. As one of the largest and oldest land trusts in Southern California, the protected lands of the Conservancy amount to approximately 42,000 acres or 88% of the Island. The Conservancy’s mission is to be a responsible steward of its lands through a balance of conservation, education and recreation. The organization takes this balance as both an obligation and an opportunity – its science, restoration, education and outreach activities serve as a model for the conservation of protected lands worldwide in the context of human use. This role creates an exceptional opportunity to build and run a next-generation, conservation/biology field station in a human-impacted environment with ecosystems of great diversity.

POSITION SUMMARY:

Performs necessary wildlife biology program tasks including monitoring, restoration, introduced species control, rare and endemic wildlife species survey and management and/or other habitat restoration projects related broadly to the fauna of Santa Catalina Island, other Channel Islands and Southern California.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

A Wildlife biologist will perform any combination of the duties listed below as needed or assigned:

- Develop and/or implement a wildlife biology program with a focus on maintaining and improving faunal biodiversity, ecological processes, introduced species management and/or habitat restoration measures that facilitate the maintenance and recovery of native faunal and floral communities on Santa Catalina Island.
- Monitor, and where necessary implement, appropriate management for island wildlife and/or specific introduced, rare, threatened, endangered or endemic wildlife species.
- Recommend appropriate resource management practices to improve the ability of the Conservancy to accomplish its mission. Effectively communicate progress and results through professional organizations and publications, staff training, presentations to general public, internal/external media.
- Identifies and pursues funding opportunities from foundations and government agencies to finance monitoring and restoration projects.
- Coordinates with government agencies, NGOs, universities, and colleges in the conservation of natural areas and open space in the Channel Islands and Southern California.

- Perform essential administrative functions including, but not limited to, the following: develop and manage operating and capital budgets; purchase services and materials; maintain and care for equipment and tools; maintain payroll and human resource records; conduct performance evaluations for assigned employees; implement safety policy and procedures for assigned areas.
- Performs duties in a safe and efficient manner to maintain a safe work environment. Responds to hazardous situations/potentially unsafe conditions by taking corrective action and notifies supervisor.
- Updates and enhances knowledge by continuing education for professional growth, i.e., attends relevant conferences, seminars and certification programs.
- Submits a yearly work program and performs other duties as needed or assigned.
- Conduct biological surveys and produces reports on plants and animals in various areas of Catalina Island; conduct regular wildlife surveys to document and quantify animal species on the Island; perform statistical analysis of data to use in publications/share with Government agencies and for Conservancy needs.
- Assist with various land/wetlands management issues while performing maintenance and repairs in the field and facilities.
- Assist with solicitation of grants/fundraising by being fully involved in grant proposal/application development process, grant project management, reporting and budget tracking.
- Participate in mule deer management program, including leaning annual spotlight survey, maintaining harvest records and writing annual PLM report.
- Maintain bison contraception program; must be able to recognize and accurately identify individuals, be comfortable approaching on foot within 25 yards and remotely administering contractive via dart gun.
- Supervise research assistants, interns, visiting researchers and volunteers on various projects and assignments.
- Develop conservation-based project work for publication.
- Obtain state and federal handling permits to conduct Catalina Island Fox surveys, collect blood samples, deliver vaccinations, catch and release, and provide field level vet tech assistance during the survey process.
- Work collaboratively with the Conservancy staff and management team.
- Assist with various Conservancy projects as needed in fencing, biology, botany, wildlife management, horticulture, invasive plants and animals and in educating the public about appropriate and safe conservation efforts.
- Conduct carcass recovery of Island foxes for potential investigations, necropsies, enter findings into databases, submit agency reports, store carcasses for potential shipment to State of California Animal Health and Food Safety Lab at U.C. Davis.
- Prepare and submit annual California Department of Fish & Wildlife and U.S. Fish & Wildlife Services reports for SCP, MOU and TE handling permit compliance.

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

- Ability to use standard wildlife sampling methods for project-specific or island-wide plant community monitoring including, but not limited to, the following: performing annual population census of the Catalina Island Fox or other wildlife species; deploying and checking traps; animal handling (PIT tag/microchip injection, vaccination, blood and parasite sampling, radio collaring, identification of health-related conditions and age estimation); locating radio-collared animals using both triangulation and walk-in telemetry techniques; laboratory duties including processing (via centrifugation) and cataloging of blood and fecal samples.

- Experience in managing projects and people including hiring and supervision desired.
- Experience in managing, preparing and implementing budgets and grants.
- Ability to manage, analyze and prepare technical reports or papers on wildlife monitoring data.
- Strong applied wildlife biology skills.
- Ability to become quickly proficient in the fauna, flora, ecology and natural history of Santa Catalina Island.
- Full understanding of county, state, federal regulatory requirements.
- Ability to use handheld GPS equipment and to read compasses and maps; interpret aerial photos and navigate in the field; develop and utilize documents common in fieldwork.
- Able to develop veterinary skills to assist in fieldwork projects and act as a veterinary technician as necessary.
- Clear DMV record with passenger endorsement preferred.
- Collect/gather data using acoustic recorders/camera traps to inform a project or Conservancy records with willingness to learn and utilize software programs to support recording data, databases and government records.
- Prior experience handling meso carnivores.
- Prior experience (work-related) handling firearms and dart rifles is preferred.
- Prior experience with chemical and mechanical euthanasia.

COMPLEXITY/PROBLEM SOLVING:

- Able to think critically and creatively to develop solutions to complex conservation, facility operations and land use problems; ability to work independent to solve problems, with ongoing interaction with Director of Conservation & Wildlands Management.
- Ability to adapt and respond to unexpected or unplanned ecological (e.g. fire, drought, new invasions) or programmatic (e.g. changes in organizational priorities or funding) circumstances while still progressing towards core program objectives.
- Ability to work effectively on an interdisciplinary team balancing conservation, recreation and education organizational goals.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Strong customer service skills (internal and external) extremely important. Ability to function and thrive within complex, multi-goal (conservation, education, recreation) organization with diverse professional staff.
- Excellent written and oral communication skills.
- Supervisory experience in managing professional employees, interns and volunteers with varying skills, especially in a non-profit environment.
- Ability to work both independently or as a part of a team.
- Present and assist with educational goals and in development of educational materials.

EDUCATION/EXPERIENCE:

- The preferred candidate must have a bachelor's degree in wildlife management, ecology, biology, or similarly related field.
- In addition, the candidate should possess a minimum of five years of experience working with wildlife.
- Grant solicitation with successful outcomes a plus.

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while

performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Employee must desire to live and work on Catalina Island and be comfortable with the major aspects of island life including schools, medical care, housing, shopping, and transportation.
- Employee should be prepared to work long hours in/on the wildlands of Catalina Island; field-work will require irregular hours including weekends and holidays, as well as travel to remote areas of the Island without cell phone service.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The office environment has moderate noise levels and is a non-smoking environment. Field conditions are strongly weather-dependent and may be hot, dusty, cold, muddy, and/or wet depending on season and degree of exposure. Smoking is allowed only at limited designated locations on the island. Work may be conducted independently or with groups of staff and volunteers. Hiking conditions include steep, rugged terrain with unstable rocky substrate and cactus. Wild animals, including bison and rattlesnakes, may also be encountered in the field and pose some threat.
- Position involves functioning in both field and office environments. Fieldwork involves manual labor, hiking long distances over rugged terrain and through dense scrub, and routine handling of wildlife. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

COMPENSATION & BENEFITS:

The Catalina Island Conservancy offers competitive compensation and a generous benefit package including, medical, dental, vision, paid vacation, sick leave, holidays and 403b.

APPLICATION REQUIREMENTS: Please submit the following documents, preferably in a single PDF file, via email to jobs@catalinaconservancy.org: 1) Cover Letter 2) Resume, 3) Salary Requirements