

SITKA TRIBE OF ALASKA
Job Description
TITLE: Environmental Lab Specialist

Benefits: Yes	Salary Range: \$40,000-\$47,000
Prepared by: Environmental Lab Manager	Reports to: Environmental Lab Manager
Department: Resource Protection Department	Approved by: General Manager
Funding Source: Grant Funded Position	Date: August 15, 2018

I. SUMMARY

This individual is responsible for assisting the Environmental Lab Manager and Southeast Alaska Tribal Ocean Research (SEATOR) Project Manager with conducting laboratory analysis specific to marine biotoxins, contaminants, and ocean chemistry; develop standard operating procedures for laboratory methods and maintain functionality of the Sitka Tribe of Alaska Environmental Research Lab and the STA Ocean Chemistry Lab; and develop biotoxin reports and public service announcements.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Job Duties

- Oversee day to day sample processing tasks in the Sitka Tribe of Alaska Environmental Research Lab and the STA Ocean Chemistry Lab.
- Process shellfish and phytoplankton samples, including shucking, filtering homogenization, and extraction.
- Process discrete ocean acidification samples.
- Perform maintenance and calibration on lab equipment including Burke-o-Lator, freezers, MQ system, scales, pipettes, plate readers, pumps, and plumbing.
- Develop and maintain protocols and procedures for laboratory tasks.
- Utilize a variety of testing methods to analyze marine biotoxins and ocean chemistry parameters.
- Perform complex laboratory tasks independently and consistently.
- Assist in the planning and development of the SEATOR workshops, quarterly calls, biotoxin reports, and public service announcements.
- Participate in the Traditional Foods Program by assisting with the collection, processing, and distribution of traditional foods to Tribal Citizens and Elders.
- Respond to questions/comments in a courteous and timely manner.
- Other duties as assigned.

B. Reports and Meetings

- Keep Resources Protection Department staff informed about projects and duties via weekly staff meetings.
- Attend monthly lab meetings with SEATOR staff.
- Attend SEATOR quarterly calls.
- Attend STA all-staff meetings and events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
- Prepare reports for inclusion in the Resources Protection Department report to Tribal Citizens in periodic Newsletters and the Annual Report.

III. MINIMUM QUALIFICATIONS

A. Education and Experience:

- Bachelor of Science in chemistry, biology, geology, marine sciences or other applicable field.

- Experience in a laboratory setting analyzing environmental data.
- Experience working independently and as a team to accomplish program goals.
- Excellence in data input, interpretation, and QA/QC.
- Intermediate experience with computer systems and software such as Microsoft Word, Excel, and statistics.
- Experience with analytical chemistry and laboratory research, including data collection, sample processing, analysis, and reporting. Experience with HPLC instruments **preferred**.

B. Skills and Abilities

- Ability to effectively communicate research findings through written and oral media to diverse audiences.
- Ability to define problems, to collect data, to establish facts, and to draw valid conclusions.
- Ability to work with Tribal, State, and Federal agencies.

IV. PREFERENCE

Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

V. DRUG AND ALCOHOL-FREE WORKPLACE

This position is required to comply with Sitka Tribe of Alaska’s Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

VI. CRIMINAL BACKGROUND CHECK

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual’s immediate supervisor. No individual may fill this position who

- has been convicted of any crime involving a sexual offense.
- has been convicted, plead no contest to, or has a current pending charge of a felony.
- has been convicted or plead no contest to a misdemeanor domestic violence offense.
- is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

Approved by: Leslie Savanne 8/27/18
 General Manager Date

Received by: Aimee Davis 8/27/18
 Administrative Services Director Date