



## Arkansas Game and Fish Commission Employment Job Posting

ASSISTANT HATCHERY MANAGER - AGFC ASSISTANT HATCHERY MANAGER

POSITION NO: 22095823

### **POSTING INFORMATION:**

Advertisement Opens: April 2, 2020

Advertisement Closes: Oct. 10, 2020

Full Time: Yes

Salary: \$51,449.00 - \$51,449.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in zoology, biology, fisheries management, or related area; plus three years of experience in fisheries management, including two years in a supervisory or leadership capacity. Other job-related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Human Resources Chief.

#### Preferred Education and/or Experience:

A master's degree in fisheries or wildlife management will substitute for two years' work experience.

#### Knowledge, Abilities, and Skills:

Knowledge of the principles of biology, ecology, and related environmental sciences. Knowledge of game and fish management programs including propagation, cultivation, and harvesting techniques. Knowledge of game and fish management laboratory and field survey equipment, techniques, and procedures. Knowledge of supervisory practices and procedures. Ability to plan, organize, and oversee the work of subordinates. Ability to communicate orally and in writing. Ability to make public presentations. Ability to plan work unit objectives and operational activities and assign and direct the work of subordinate supervisors. Ability to conduct scientific game and fish surveys and studies, analyze and evaluate collected data, and prepare written narrative reports of findings. Ability to direct, coordinate, and maintain wildlife management programs.

#### Preferred Knowledge, Abilities, and Skills:

**Knowledge of or experience in current fish propagation techniques. Good oral and written communication skills and ability to work well with others. Good computer skills, especially in Microsoft Office programs (Word, Excel, Access, PowerPoint) and Google. Requires experience operating boats, motors, trucks, and other heavy equipment. Ability to learn quickly and work independently as well as under direct supervision. Willingness to work on evenings, holidays, and weekends as necessary. Occasionally will be required to work long hours under harsh conditions.**

### **POSTING DETAILS:**

Position Location:

City: Hot Springs, Arkansas

Office: Andrew Hulse State Fish Hatchery

Division: Fisheries

Job Summary:

The Assistant Hatchery Manager is responsible for working directly with the Biologist Supervisor and at select times independently with regard to overall operation of production facilities and management, protection and enhancement of fish, and habitats on both public and private waters. This position is also responsible for deployment, direct evaluation and/or coordination of specific professional, technical and/or part-time employees, interns, contractors and/or volunteers and may assume all staff supervisory and operational responsibilities in the absence of the Biologist Supervisor. This position is governed by state and federal laws and agency/institution policy.

Typical Functions:

Communicates regularly with the Biologist Supervisor regarding oversight for large budgets, contracts and/or grants and supervision of professional and technical personnel, contractors, part-time employees, interns and/or volunteers. Leads planning and implementation of highly specialized habitat and fish management activities on public and private waters and at one of the state hatcheries. Oversees the overall hatchery operation and supervision of all employees in the absence of Biologist Supervisor. Develops, submits, reviews, approves, and directs implementation of facility budgets, invoices, project plans, regulations, and operational procedures. Assists with budget development by reviewing and recommending requests from hatchery personnel and submitting budget recommendations to the Biologist Supervisor. Assists with overall management of a hatchery by submitting recommendations and/or reports to the Biologist Supervisor. Reviews biological data to analyze trends affecting management and hatchery facility operation priorities and program requirements. Establishes maintenance programs to maintain all hatchery grounds, equipment, buildings, and security, including the direction of fabrication of hatchery equipment, preventative maintenance schedules for inventoried equipment items including vehicles, tractors and all-terrain vehicles, and directing the use of all specialized heavy equipment consisting of dozers, backhoes, tractors, and cranes. Participates on species program teams. Performs public outreach by responding to requests for information, presenting information to the public, and providing assistance associated with management of public and private lands and waters. Performs other duties as assigned.

Specific Duties and Responsibilities:

Individual selected will work under the direct supervision of the hatchery manager and will be responsible for supervising hatchery workforce. Individual will assist in the planning, scheduling and record keeping involved with the operation of the Andrew Hulse State Fish Hatchery. Primary responsibilities will be the propagation of multiple species including the intensive propagation of striped bass, Florida strain Largemouth Bass and Walleye. Responsibilities will also include overseeing the stocking of warmwater species, the development and implementation of feeding and fertilization regimes, monitoring of water quality, administration of fish health and chemical application programs as well as overseeing and participating in the harvest and distribution of cultured species. Individual will also be responsible for overseeing the upkeep and maintenance of the hatchery grounds and equipment. The selected individual will be required to work in inclement weather, some weekends/nights. Selected individual will be required to live on-site in State provided housing.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

NONE

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.