



Arkansas Game and Fish Commission Employment Job Posting

Conservation Program Biologist I - **Conservation Program Biologist I**

POSITION NO: 22096122

POSTING INFORMATION:

Advertisement Opens: Dec. 6, 2023

Advertisement Closes: Dec. 27, 2023

Full Time: Yes

Salary: \$61,443.00 - \$86,609.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in biology, zoology, botany, or a related field; plus two years of experience in wildlife management or a related field. 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:

The formal education equivalent of a bachelor's degree in fisheries biology, conservation biology, natural resources, environmental science or a related field or related area; plus three years of experience in aquaculture, including two years in a supervisory or leadership capacity.

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 make public presentations.

Ability to plan work unit objectives and operational activities and to 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 report of findings.

Ability to direct, coordinate, and maintain wildlife management programs.

Preferred Knowledge, Abilities, and Skills:

Extensive experience in aquaculture and fish production of multiple warm water or cold water fish species. Experience with developing, operating and managing budgets. Understanding of federal aid (Sportfish Restoration funds) and other project funding sources. An understanding of and appreciation for the mission, goals and objectives of the Arkansas Game and Fish Commission. Experience working with fish diseases and water quality.

Certification as a Fisheries Professional through the American Fisheries Society. Good computer skills, especially in Microsoft Office programs (Word, Excel, and Power Point) and Google suite. Good public speaking skills and affable attitude when talking to the public and interacting with staff. Strong organizational skills.

POSTING DETAILS:

Position Location:

City: Lonoke

Office: Joe Hogan Hatchery

Division: Fisheries

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Conservation Program Biologist I is responsible for supervising a wildlife management program. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Assists program coordinators, habitat biologists, other staff and agency partners in the planning, preparation, and implementation of projects on wildlife management areas.
- Participates in developing wildlife management area recommendations and the development of short- and long-term plans for future agency conservation activities.
- Coordinates and leads biological surveys and studies of wildlife to determine population growth, propagation rates, and the effect of environmental and human conditions on particular species. Summarizes data and prepares reports.
- Communicates regularly with the Regional Supervisor regarding oversight for budgets, contracts and grants, and assists in the supervision of professional and technical personnel, contractors, part-time employees, interns and volunteers.
- Oversees overall project operational duties and supervision of employees in the absence of Regional Supervisor. Assists with overall management of a region by submitting recommendations and reports to the Regional Supervisor.
- Assists with budget development by reviewing and recommending requests from regional personnel and submitting budget recommendations to the Regional Supervisor. Develops, submits, reviews, approves, and directs implementation of budgets, invoices, project plans, regulations and operational procedures.
- Reviews biological data to analyze trends affecting management priorities and program requirements.
- Drafts public land management plans and oversees their implementation through direct participation, assigning appropriate personnel, assembling data, submitting and approving final data products and reports.
- Assists with both regional and division administrative duties. Serves on statewide and broader working groups and teams.
- Conducts public relations work with various agencies, private industry, professional and civic organizations and outdoor recreational groups.
- Must understand and be willing to function in a multi-faceted, team-oriented work environment. Must maintain close individual contact with and develop solid working relationships with all Wildlife Management Division, agency and partner organization personnel.
- Participates in public outreach regarding management activities and regulations.
- Leads nuisance wildlife capture and relocation.

Specific Duties and Responsibilities:

- Communicates regularly with the Hatchery Manager regarding oversight for large budgets, contracts and/or grants and supervision of professional and technical personnel, contractors, part-time employees, interns and/or volunteers.
- Oversees the overall hatchery operation and supervision of all employees in the absence of Hatchery Manager.
- 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 Hatchery Manager.
- Assists with overall management of a hatchery by submitting recommendations and/or reports to the Hatchery Manager.
- 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.
- 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.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state and out of state travel and field work with exposure to inclement weather is required. Occasional exposure to hunters and dangerous animals may be required.

Other Specific Information:

This position has the designation of a safety-sensitive position. Applicants being considered for this position are subject to pre-employment drug and alcohol testing. Refusal to submit to testing will result in disqualification of further employment consideration. If offered a position, employees in this position will be subject to periodic drug and alcohol testing.

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.