



Arkansas Game and Fish Commission Employment Job Posting

AGFC Bear Program Coordinator / Conservation Program Biologist I - **Conservation Program Biologist I**
POSITION NO: 22095866

POSTING INFORMATION:

Advertisement Opens: Sept. 16, 2024

Advertisement Closes: Oct. 7, 2024

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:

A master's degree in wildlife biology, conservation biology, natural resources, environmental science or a related field plus five years of experience in a related field plus two years of demonstrated leadership of wildlife management activities.

Knowledge, Abilities, and Skills:

- Knowledge of the principles of biology, ecology, and related environmental sciences
- Knowledge of wildlife management principles and techniques
- Knowledge of laboratory and field survey equipment, techniques, and procedures
- Ability to plan, organize, and oversee the work of subordinates
- Ability to make public presentations
- Ability to develop and implement wildlife research, monitoring or management projects. 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 and applicable field personnel
- Ability to develop and implement wildlife research, monitoring or management projects
- Ability to direct, coordinate, and maintain wildlife management programs

Preferred Knowledge, Abilities, and Skills:

- Knowledge and understanding of life history, disease issues, management, and historical and contemporary research related to black bears.
- Knowledge and experience of trapping, safe capture techniques and handling of black bears.
- Ability to synthesize scientific literature through an objective lens and summarize findings in a clear and concise manner.
- Ability to listen and digest information from a diverse range of stakeholders and provide information or insights on black bear ecology or program direction in a way that builds support and respect for the agency even in instances of conflicting interests.
- Ability to present, through verbal and written formats, technical information to diverse stakeholder groups, commission, agency and partner staff in a meaningful way to promote understanding and relay program direction.
- Ability to identify research or program deficiencies and implement measures to improve or to minimize them.
- Understanding and knowledge of R-Statistical Software or alternative, ArcMap, Microsoft and Google products.
- Demonstrated professional experience in a wildlife management setting overseeing project development, grant and contract administration, and budget management.
- Ability to think critically and communicate clearly.
- Demonstrated ability to manage multiple competing projects and prioritize workload to accomplish tasks timely and efficiently.

POSTING DETAILS:

Position Location:

City: TBD

Office: TBD

Division: Wildlife Management

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Conservation Program Biologist I is responsible for supervising a wildlife or fisheries management area. 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:

- Serves as the statewide Black Bear Program lead and agency expert, and coordinates regulations processes for black bears in Arkansas
- Operates as a technical advisor to regional management staff to provide insight on program direction and make management recommendations to support black bear populations
- Maintains and coordinates multiple biological and stakeholder data sets and surveys to monitor trends and inform management actions
- Responsible for the creation of technical material to be used in developing educational materials for the public as well as agency staff and partners
- Monitors and analyzes harvest information obtained via harvest reporting and maintains harvest quota status throughout bear seasons
- Represents the Commission on state, regional and national committees related to black bears
- Maintains and updates guidelines for responding to human-bear interactions and assists with staff training and guidance on black bear capture and handling techniques and bear incident investigations.

As the technical expert on black bears, the Black Bear Program Coordinator stays up to date on black bear ecology, current management practices, emerging techniques and research and developing issues. Using this information, as well as the dissemination of surveys, monitoring, and research activities, the Black Bear Program Coordinator develops management, regulatory, and policy recommendations that are based on sound and reliable data. The Black Bear Program Coordinator collaborates with agency staff, the Commission, conservation organizations, and stakeholders on hunting regulations to meet objectives outlined in the black bear management plan and to ensure the long-term viability and sustained harvest of black bears.

Certificates, Licenses, or Registrations:

Must have a valid driver's license.

DEA License and Safe Capture or equivalent may be required.

Special Job Dimensions:

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Other Specific Information:

Frequent in-state and out-of-state travel required. Frequent interaction with hunters and other outdoor recreationists and exposure to live, dangerous animals will be required. Work in inclement weather is required. Frequent overnight travel.

The position will have statewide responsibilities. Duty location will be determined upon the selection of the candidate.

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