



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Northeast Arkansas Stream Habitat Coordinator - **AGFC Biologist II**

**POSITION NO: 22095822**

### **POSTING INFORMATION:**

Advertisement Opens: Jan. 13, 2025

Advertisement Closes: Feb. 24, 2025

Full Time: Yes

Salary: \$54,860.00 - \$80,624.00 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:

Preference will be given to applicants with a bachelor's degree in hydrology, hydro-geomorphology, environmental engineering, or a related field, or at least four years of experience in stream restoration. Completion of each level of Rosgen's Natural Channel Design courses (levels I, II, III, or IV) may be substituted for 0.5 years of experience. Certification as a Fisheries Professional through the American Fisheries Society is also preferred.

### 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 laboratory and field survey equipment, techniques, and procedures
- Ability to plan, organize, and oversee the work of subordinates
- Ability to make public presentations and conduct hunter safety classes
- 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:

- Applicants for this position should be able to demonstrate a knowledge of environmental science, aquatic ecology, lotic hydrology, fisheries science principles, and surveying techniques. They should also be prepared to communicate their experiences of natural channel design, riparian and stream bank bio-engineering, stream fish habitat improvement, stream bank stabilization techniques, GIS software, and drone technology. The selected applicant requires extensive training in Natural Channel Design and barrier inventory techniques.
- Stream Habitat Coordinators are responsible for educating the public about water conservation in large group settings. Therefore, the ability to communicate clearly and logically through oral presentations and written media platforms to technical and non-technical audiences is a necessity for this job.
- Stream Habitat Coordinators must be self-starters, problem solvers, critical thinkers, and independent. However, they must also be willing and able to work cooperatively with other staff members to accomplish team goals and objectives and accept instruction from superiors.
- Experience backing trailers with a vehicle and applying surveying methods is also beneficial.
- Good computer skills, especially in Microsoft Office programs (Word, Excel, and PowerPoint) 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: Mountain Home

Office: Mountain Home Field Office

Division: Fisheries

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Northeast Arkansas Stream Habitat Coordinator (AGFCBiologist II) is responsible for supervising fisheries management areas. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Plans and conducts various biological surveys to investigate the population, habitat, and ecology of game and fish species and conducts studies of game and fish propagation, cultivation, and harvest
- Analyzes and evaluates survey and sampling data and writes reports describing the results of the data and makes recommendations on game and fish populations
- Directs the development of various wildlife management areas or fish propagation and cultivation and treatment plans based on district management plans. Assists supervisor with districts' annual budgetary projections, prepares various reports and purchase orders, requisitions for equipment, supplies, and parts, and prepares monthly activity reports
- Makes presentations to civic groups, schools, and clubs, and conducts public meetings to explain new and/or proposed rules and regulations and/or to hear complaints about wildlife management
- Writes articles for news releases on game and fish activities in the district
- Assists supervisor in the development of game and fish management plans and proposals to expand or improve management areas
- Performs other duties as assigned

Specific Duties and Responsibilities:

- Works with private landowners and partners to design and implement stream habitat restoration projects including stream bank stabilization, in-stream habitat construction, and aquatic organism passage barrier removals.
- Advises and assists landowners with permit requirements and funding opportunities
- Assists with biological assessments at project sites
- Communicates regularly with the Stream Habitat Supervisor regarding oversight for large budgets, contracts, and/or grants and supervision of contractors, part-time employees, interns, and/or volunteers
- Provides input on budget requests by evaluating upcoming project needs and submitting budget needs
- Processes invoices, contracts, etc., tracks expenditures and complies with all agency and state purchasing policies
- Compiles and submits interim and final reports for stream restoration projects to the Stream Habitat Supervisor
- Maintains all assigned equipment, including preventative maintenance, secure storage, and replacement at the end of usable life
- Performs public outreach by responding to requests for information, presenting information to the public, and provides assistance associated with the management of public and private lands and waters
- Participates on the Arkansas Wildlife Action Plan - Aquatic Habitat Team and AGFC Species Management Teams
- Performs other duties as assigned

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license

Special Job Dimensions:

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Other Specific Information:

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