



Arkansas Game and Fish Commission Employment Job Posting

AGFC Biologist II / Legacy Lunker Program - **AGFC Biologist II**

POSITION NO: 22095931

POSTING INFORMATION:

Advertisement Opens: April 25, 2025

Advertisement Closes: June 6, 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:

- Graduation from an accredited college or university with a bachelor's degree in a fisheries science, natural resource management, public policy, business administration, or a closely related field
- Two years of experience as a project or program administrator
- Graduation from an accredited college or university with a master's degree in a fisheries science, natural resource management, public policy, business administration, or a closely related field may substitute for one year of the required experience
- Graduation from an accredited college or university with a PhD in fisheries science, natural resource management, public policy, business administration, or a closely related field may substitute for two years of the required 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 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 a written narrative report of findings
- Ability to direct, coordinate, and maintain wildlife management programs

Preferred Knowledge, Abilities, and Skills:

- Knowledge of program management processes and techniques
- Knowledge of public administration and management techniques
- Knowledge of report-writing techniques
- Knowledge of research techniques
- Knowledge of general permitting procedures
- Knowledge of local, state, and federal laws related to the program area
- Knowledge of general principles of biology, ecology, and/or natural resource management
- Skill in effective verbal and written communication
- Skill in providing quality customer service in a courteous and professional manner
- Skill in using computers, including MS Word, Excel, and PowerPoint
- Skill in prioritizing, multitasking, and scheduling to manage several projects or tasks simultaneously
- Skill in interacting and communicating effectively orally and in writing on technical issues to diverse groups, including AGFC staff, the public, and governmental agencies
- Skill in interpreting, analyzing, and explaining regulations and organizational policies and procedures to diverse audiences
- Skill in using logic and analysis to identify the strengths, weaknesses, and potential impacts of different approaches
- Skill in interpreting, analyzing, and presenting program details
- Skill in identifying, researching, and compiling information
- Skill in developing goals and objectives
- Skill in identifying measures or indicators of program performance;
- Ability to work both independently and as a member of a team, under moderate supervision with limited latitude for the use of initiative and independent judgment;
- Ability to learn and interpret policy and procedures correctly and to seek advice when needed
- Ability to identify issues or concerns with program forms and other documents and propose revisions to enhance understanding
- Ability to work under general supervision, with moderate latitude for the use of initiative and independent judgment
- Ability to work as a member of a team

POSTING DETAILS:

Position Location:

City: Benton

Office: Benton Field Office

Division: Fisheries

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Biologist II is responsible for supervising wildlife or 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 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:

- Coordinate the Legacy Lunker Program operations and management, including but not limited to development of forms, documents, databases, and other technological tools to improve program efficiency
- Develop and revise program policy and procedures, making and implementing recommendations to improve program efficiency
- Provide technical support and customer service for anglers and agency personnel from multiple work units, and resolve technical problems
- Coordinate the collection and analysis of data and the preparation of administrative program reports
- Form and maintain partnerships with local, state, and national organizations and companies, and media for program marketing and promotion/public outreach
- Serve as lead for the collection and coordination of donated Legacy Lunker submissions during the collection season
- Supervise, lead, motivate, develop, and evaluate assigned staff and volunteers
- Promote professionalism and model a positive attitude and performance for staff and volunteers
- Assist and participate in established education and outreach programs at statewide and national events, and support the planning and program delivery of the angler recognition program and other angler recruitment, retention, and reactivation (R3) initiatives of the agency
- Contribute content for various agency social media, web, and other digital media
- Ensure compliance with federal, state, and department safety policies.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

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Other Specific Information:

Under the direction of the Black Bass Program Coordinator, this position oversees and manages all aspects of the Legacy Lunger Program and provides planning, leadership, and direction for the angler recognition program and other angler recruitment, retention, and reactivation (R3) initiatives of the agency including coordination with program participants and Fisheries Division staff, fish care and being responsive to inquiries from the public and media

Responsibilities also include:

- Upkeep and maintenance of assigned equipment as well as program equipment located in the field
- Analyzing and interpreting program data
- Writing technical reports and publications on significant results and findings
- Providing leadership, supervision, motivation, and evaluation of assigned personnel and volunteers
- Planning, coordinating, and leading statewide and agency-wide outreach events

Additional Duties Include:

- Assisting with public outreach, marketing, and program activities
- Assisting with interpretive and educational programs
- Coordinating and participating in special events
- Working and collaborating with other AGFC divisions to carry out assigned outreach programs and achieve division goals
- Working under minimal supervision, with extensive latitude for the use of initiative and independent judgment
- Performing additional duties as assigned
- Complying with all agency and division rules, regulations, and procedures

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