Arkansas Game and Fish Commission Employment Job Posting

AGFC Prescribed Fire Program Coordinator - **AGFC Conservation Program Biologist I**

POSITION NO: 22095883

POSTING INFORMATION:

Advertisement Opens: July 15, 2026

Advertisement Closes: Aug. 12, 2026

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 in wildlife management activities

- Three years of experience as a burn boss.

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 of Arkansas's fire-dependent communities.
- Knowledge of habitat management techniques
- Knowledge of NWCG prescribed fire qualification standards
- Knowledge of the Sustainable Forestry Initiative
- Ability to coordinate crews in inclement and hazardous conditions
- Knowledge of best management practices for fireline installation and maintenance
- Ability to operate ATVs/UTVs, torches, small engine equipment (blowers, trimmers, chainsaws), and fire engines
- Knowledge of and experience with safe bucking and felling techniques
- Strong communication and presentation skills for a variety of audiences
- Ability to build and maintain partnerships.
- Working knowledge of Google and Microsoft-based programs
- Knowledge of ArcGIS Pro and basic map-making skills
- Extensive documented experience in leadership positions that demonstrate effectiveness in leadership capacity.

POSTING DETAILS:

Position Location:
City: Little Rock
Office: Little Rock Central Office
Division: Wildlife Management

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Conservation Program Biologist I *(AGFC Prescribed Fire Program Coordinator*) 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 AGFC statewide prescribed fire program coordinator.
- Burn Boss certified at AGFC policy standards or federal RXB3, TFLD, or higher certified by NWCG standard
- Works with staff to plan prescribed burns, conduct burns, and track accomplishments towards habitat restoration goals
- Responsible for administering training and physical fitness tests to ensure staff meet qualifications for burning
- Coordinates with partners (US Forest Service, US Fish and Wildlife Service, The Nature Conservancy, Quail Forever, etc.) to work towards achieving habitat restoration goals statewide
- Assists the private lands habitat division to administer Qualified Prescribed Burner training and serves on the advisory board for the Qualified Prescribed Burner certification program
- Serves as the Arkansas representative on the Southern Fire Exchange and the Arkansas Fire Council board
- Serves on a cooperative team to plan the Arkansas Wildland Fire Academy with partners.
- Works with staff to prioritize prescribed fire efforts on clearly defined habitat conditions, goals, and objectives to ensure prescribed fire activities result in shifting habitats toward desired conditions as outlined in the Arkansas Wildlife Action Plan for terrestrial habitats.
- Oversees post-fire plant community monitoring across the state
- Assists with grant writing to secure funding for program implementation
- Oversees purchase of all equipment (PPE, ATV torches, Radios, etc) needed for prescribed burns
- Tracks and shares accomplishments with agency staff and partners

Certificates, Licenses, or Registrations:

Must have a valid driver's license.

Ability to acquire a non-commercial pesticide applicator license within 1 year.

Class A CDL may be required based on job duties assigned.

Special Job Dimensions:

- Frequent in-state travel and field work with exposure to inclement weather is required
- Occasional exposure to hunters and dangerous animals may be required.
- Position will have statewide responsibilities
- Duty location will be determined upon selection of the candidate.

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.