January 30, 2023

**JOB VACANCY**

**AGFC** **WILDLIFE DIVERSITY PROGRAM COORDINATOR (22124693)**

**AGFC BIOLOGIST SPECIALIST**

DIVISION: WILDLIFE MANAGEMENT

LOCATION: LITTLE ROCK, AR

SALARY: (Q287U) $45,274

**CLASS SUMMARY:**

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

**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 Master’s Degree or higher in wildlife management or a related field. Two years of wildlife or fisheries management 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 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:**

Knowledge of Arkansas’ ecosystems, native species, and conservation challenges. Familiarity with the Arkansas Wildlife Action Plan and species of greatest conservation need. A working knowledge of the U.S. Endangered Species Act. Ability to identify threats and develop conservation measures for species conservation. Knowledge of conservation funding sources including ESA-Section 6 and State Wildlife Grants. Knowledge of federal grant administration. Familiarity with common research methods and habitat management techniques. Ability to manage and coordinate project teams. Strong interpersonal communication and presentation skills.

A working knowledge of Google and Microsoft based programs. Knowledge of GIS and basic map-making skills. This position requires good written and verbal communication skills to inform the public, social media posts, detailed project plans, and agency reports.

**TYPICAL FUNCTIONS:**

Plans and conducts various biological surveys to investigate 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.

**JOB DUTIES AND RESPONSIBILITIES:**

The Arkansas Game and Fish Commission (AGFC) Wildlife Diversity Program Coordinator is responsible for coordinating efforts for at-risk species. The Coordinator will oversee the updating and implementation of the Arkansas Wildlife Action Plan. This position is responsible for administering state wildlife grants, including prioritizing needs, developing requests for proposals, reviewing proposals, and generating grant application packages. Reviews and produces reports. Will work with Federal, State, NGO, and other AGFC personnel to identify and prioritize critical conservation actions for at-risk species, and communicate these needs to administrators, landowners, and the public. This position represents the agency on internal and external committees to further the conservation goals and objectives of the AGFC. This position will be responsible for developing and overseeing a budget and performing other routine administrative duties required to comply with program, division and agency standards. Performs other duties as assigned.

**SPECIAL JOB DIMENSIONS:**

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

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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid Arkansas driver’s license.

**ADDITIONAL INFORMATION:**

All applicants are subject to a criminal background check.

Applications must include complete work history and references. Applicants may apply online at https://arcareers.arkansas.gov/.  Applications must be submitted by midnight on **February 27, 2023.**

**“AS AN EQUAL OPPORTUNITY EMPLOYER, THE COMMISSION WILL MAKE ANY REASONABLE ACCOMMODATIONS NECESSARY TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES”**