

Working Title: Assistant Area Wildlife Manager, Senior
Job Class: Natural Resources Specialist Senior - Wildlife
Agency: MN Department of Natural Resources

- **Job ID:** 72895
- **Location:** Glenwood
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 02/03/2024
- **Closing Date:** 02/28/2024
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** DNR Fish and Wildlife Region 1
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes; Occasional field work, trainings, and meetings
- **Salary Range:** \$27.58 - \$40.49 / hourly; \$57,587 - \$84,543 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Professional
- **Telework Eligible:** Yes
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

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Job Summary

The DNR Section of Wildlife is currently seeking a self-motivated, adaptable, and dedicated candidate to fill the Assistant Area Wildlife Manager - Senior position in Glenwood, MN. This position exists to plan and implement area wildlife programs and activities within the Fergus Falls Wildlife Work Area to protect and enhance wildlife populations, habitats, and facilities for their intrinsic value and for the benefit of all citizens of Minnesota. The seven-county work area consists of Wilkin, Otter Tail, Traverse, Grant, Douglas, Stevens, and Pope counties across 3.9 million acres which consists of 183 state Wildlife Management Areas (WMAs) totaling 40,615 acres. This position will provide lead work direction to Area Wildlife staff, roving crews, Conservation Corps Minnesota & Iowa (CCMI) habitat crews, contractors, cooperators, interns and volunteers. This position will also act as the area-wide lead on land acquisition, nuisance animal management, and may take on additional duties that are regional or statewide in scope.

Responsibilities include:

- Execute, promote, and direct wildlife management on public lands so that habitats are preserved and restored using ecosystem management concepts and recreational and educational opportunities are provided. Plan, develop, maintain, repair, and improve facilities on Wildlife Management Areas and other managed lands.
- Collaborate closely with employees in other divisions, land managers, local interest groups, local government members, forest wildlife coordinators, and other natural resource specialists to promote coordination and management practices that create, maintain, and improve wildlife habitat on public and private lands.

- Execute, direct and promote the protection of natural communities through land acquisition, private land initiatives, and environmental review so that natural systems will be preserved and managed consistent with ecosystem-based management principles.
- Effectively communicate, plan and direct wildlife management information and education programs to gain public understanding and support for wildlife management programs and ecosystem management goals. Promote and explain DNR policies, regulations, and programs, as well as disseminate information to other agencies, news media, and the public. Inform people on wildlife and habitat needs and answer wildlife-related questions.
- Perform fiscal and other administrative activities for the Wildlife Area so that natural resource management activities are completed according to department, regional and area plans. Lead the work of Area staff so that safe and efficient operation is maintained. Assist with financial and other planning and reporting. Demonstrate accountability to Department personnel and interested stakeholders by adhering to Department policies and guidelines.
- Evaluate habitats in person and navigate rough terrain in adverse environmental conditions. This requires the ability to move 2 miles in 30 minutes while transporting a 25-pound pack (passing the Work Capacity Test, moderate level).

This position has a flexible work arrangement and may be eligible to telework on a part-time basis which is subject to change. If approved, the employee would be required to complete a telework agreement. This position will require reporting to the primary work location on a regular basis for meetings, field work, etc.

Minimum Qualifications

Transcripts are required for this position. Applicants who meet minimum qualifications will be sent instructions for transcript review after the posting close date.

- Bachelor's degree in Wildlife or equivalent field with wildlife emphasis.
- Transcript requirement:
 - A minimum of three (3) courses directly related to wildlife management/biology.
 - One (1) course in each: chemistry or physics; statistics; communication; and ecology.
 - At least four (4) additional wildlife or ecology, or related courses, such as animal or plant taxonomy, comparative anatomy or physiology, soils or geology, mammalogy, ornithology, parasitology, etc.
- Three (3) years of professional level (e.g., NR Specialist) wildlife and/or habitat management experience sufficient to implement habitat management projects and plans, contracts, facility development, and maintenance duties in a Wildlife Area.
- Lead worker skills sufficient to plan and direct the work of others, mentor staff, develop and conduct training, and ensure safe operations.
- Experience managing forest, brushland, native prairie and wetland habitats for wildlife.
- Experience overseeing private contractors and/or work crews with habitat management projects.
- Experience in coordination and collaboration with outside partners and agencies.
- Communication skills sufficient to effectively communicate and present complex information to a wide variety of audiences.
- Writing skills sufficient to communicate work programs, project proposals, accomplishment reports, survey results, hunting season data, and correspondence.

- Technical knowledge of wildlife species identification, common terrestrial and aquatic plant identification, habitat relationships, food habits, animal behavior, parasites and disease, life histories, and reproductive potential.
- Project management skills sufficient to oversee the planning, development, implementation, and evaluation of appropriate implementation strategies using available staff, tools, and equipment to ensure the protection of wildlife and habitats.
- Ability to safely operate and transport equipment, including hand and power tools. Must be able to demonstrate ability, pass all required training, and complete all position task books for (but not limited to) trailers, boats, snowmobile, ATV, UTV, wheeled utility equipment (e.g., tractor), and tracked vehicle (e.g. skid steer/compact track loader).
- Knowledge of wildlife census/survey techniques and their limitations.
- Prescribed burn or wildfire suppression experience.
- Skills using various computer software programs including word processing, data management (e.g., spreadsheets, databases), presentations, and GIS mapping software.
- Ability to read maps, legal descriptions, and use GPS equipment sufficient to locate properties.

Preferred Qualifications

- Master's Degree in wildlife biology or related field.
- Knowledge of hunting and trapping traditions, methods, and regulations.
- Experience with forest management, forest ecology, and silviculture practices.
- Certified in the application of pesticides for invasive species management.
- Knowledge of various water control structures, lake/wetland ecology, and wetland restoration practices.
- Experience in writing contracts for wildlife habitat or facility projects.
- Experience advising private landowners on wildlife and habitat management techniques.
- Experience using citizen participation, conflict resolution, and negotiation techniques.
- Experience with wildlife depredation and abatement techniques.
- Experience using ArcGIS for mapping and evaluating wildlife habitats.
- A working knowledge of other disciplines such as fisheries, forestry, shallow lakes, soil science, enforcement, and hydrology to guide the development of partnerships and projects.
- Qualified as a:
 - MFIRB (Minnesota Firing Boss – Minnesota DNR standards) or State/NWCG equivalent.
 - MRXB3 (Minnesota Burn Boss Type 3) or State/NWCG equivalent.
 - MRXB2 (Minnesota Burn Boss Type 2) or State/NWCG equivalent.
- Experience planning and implementing prescribed fire as a habitat management tool.

Additional Requirements

This position requires an unrestricted Class D Driver's license with a clear driving record.

Applicants must have the ability to meet the physical requirements and work in the environmental conditions of the position, with or without reasonable accommodations.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Conflict of Interest Review
- Criminal History Check
- Education Verification
- Employment Reference / Records Check
- License / Certification Verification

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Nicholas Snavely at nicholas.snavely@state.mn.us or [218-671-7969](tel:218-671-7969).

If you are an individual with a disability and need reasonable accommodation to assist with the application process, please contact the ADA Coordinator at ADA.DNR@state.mn.us. To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Rebecca Mortellaro at rebecca.mortellaro@state.mn.us.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan

- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and indicate what assistance is needed.