

WILDLIFE ASSISTANT DIRECTOR – Position# K0228288

This full-time, unclassified position is located in the Wildlife Division - Emporia Research & Survey Office and is supervised by Jake George, Wildlife Division Director.

The incumbent supervises personnel and coordinates terrestrial wildlife research and survey project formulation in the areas of Big Game, Small Game, Migratory Birds, Furbearers, and Wildlife Disease. Through oversight of and assistance to program coordinators, this position designs, directs, and evaluates wildlife research and social survey projects to assess trends of wildlife populations and analyze public attitude and knowledge of wildlife conservation issues. Work involves developing and evaluating population assessment techniques and procedures, designing and implementing surveys, and applying data analytics to interpret and resolve wildlife questions. Work includes serving as an agency expert in wildlife research experimental design, data collection, analysis and interpretation; advising agency administrators on the feasibility of proposed work; and advising and assisting program coordinators in ecological data collection and analysis, biometrics, and population data analysis.

Working with the division director and program coordinators, the incumbent oversees the development and orderly formulation of proposed regulations and guidelines upon which the Department will administer activities dealing with optimal harvest and other uses of the State's wildlife resources; coordinates the development and supervision of contractual research and survey projects, reviews results, makes recommendations and coordinates the preparation of project reports; develops research project plans, documentation and requests for out of agency and/or non-traditional funding for those projects; oversees and coordinates federal grants development, contracts, invoicing and reporting for research projects; develops, directs, and supervises input to the Department's annual budget and comprehensive and strategic planning process for the section; represents the Department and Division at meetings and conferences both in and out of state; participates in public meetings and Department commission meetings; prepares professional and popular papers and articles; addresses general public concerns via all media; responds to inquiries from the public, other departmental personnel, and other state/federal agencies concerning agency activities and programs; aids other divisions as needed, requested, or directed.

BENEFITS: Beginning salary, \$77,259.89 to \$81,122.88; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Bachelor's degree in wildlife biology/management, biological, environmental or other natural resource science **AND** five years of work experience in wildlife biology and management or another associated field. Master's degree in wildlife biology/management is strongly preferred. Other degrees or additional work experience may be substituted for education requirements as determined relevant by the agency. At least one year of supervisory experience is preferred. Advanced professional work in wildlife biometrics, research study design, statistical data analysis, and human dimensions surveys is strongly desired.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign** into your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.

- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - **Email** - the email listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

*****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – November 8, 2024

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.