

Job Announcement - 24119

Job #63372 - WILDLIFE COORDINATOR

Overview

Working Title COLDWATER SPORTFISH PROGRAM COORDINATOR I
Recruitment Status: Open
Salary Range \$22.24 - \$37.25
Agency Dept of Natural Resources
Application Period 07/13/2011 - 10/31/2011
Location Salt Lake City - Division of Wildlife Resources, 1594 West North Temple, Salt Lake City, Utah 84116 -3156
Position Availability Public
Number of Openings: 1

Part/Full Time

The State of Utah is on a 4 day work week. This position will be 10 hour days Monday - Thursday between 7:00 a.m. and 6:00 p.m.

Full Time

Full Time The State of Utah's current operating hours are Monday - Thursday 7:00 a.m. to 6:00 p.m.
 Effective September 6, 2011 the state will be returning to a Monday - Friday 8:00 a.m. to 5:00 p.m. schedule.

Job Characteristics

Coordinates and directs the statewide coldwater sport fisheries program; coordinates and administers the native cutthroat trout program; serves as Utah's representative on cutthroat trout conservation teams; coordinates and supervises the Coldwater Sports Fisheries Programs; works with the media, public, sportsmen's groups and government agencies in matters concerning sport fisheries management; assists in the development of rules and policies related to sport fisheries management, including the annual fishing proclamation; assists with the completion of federal aid documents and the annual fish -stocking catalog.

Major Duties / Tasks

Develops, directs, and/or evaluates coldwater sportfish programs.
 Ensures compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc.
 Coordinates and/or acts as a liaison between agency or work unit and other agencies, work units, organizations, suppliers, etc. Represent the division positively in a public relations setting.
 Writes or drafts correspondence, reports, documents and/or other written materials.
 Identifies problems or potential problem areas and recommends solutions.
 Prepares and defends budget recommendations, requests, reports, proposals and/or projections.
 Supervises subordinate personnel including: hiring, determining workload and delegating assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions.
 Makes decisions regarding allocations of hatchery production.
 Works with the public and angler groups in implementing state -wide management programs.

Qualifications

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

BA/BS Degree in a related field of study.
 principles, theories, and practices of wildlife sciences
 principles, theories, and practices of fish pathology and nutrition
 fishery management, limnology and fish cultural operations
 management, protection, propagation, conservation of fish and wildlife

principles, theories, and practices of budget management
 weigh the relative costs and benefits of a potential action
 make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions
 applicable laws, rules, regulations and/or policies and procedures
 speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
 ensure compliance with contract terms, policies and procedures, etc.
 use scientific methods to solve problems
 research methods, techniques, and/or sources of information
 perform and/or oversee scientific and/or technical research
 compose and produce reports, documents and related material
 communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
 supervise others by assigning/directing work; conducting employee evaluations, staff training and development, taking appropriate disciplinary/corrective actions, making hiring/termination recommendations, etc.
 agency objectives, organization, structure and mission
 agency and/or organizational program(s)

Other Information

Additional Preference M.S. degree in fisheries biology, the biological sciences or a closely related field of study. Additional preference may also be given to applicants with extensive work experience in fisheries management, fisheries research, fisheries administration, database development and management, and cutthroat trout conservation.

Physical Requirements Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; hiking; carrying light items; lifting heavy items, driving an automobile, etc. Special physical demands are not required to perform the work.

Working Conditions Generally, the incumbent may sit comfortably in an office environment; However, there may be some walking, hiking, standing, bending, carrying light items driving, etc. Some work outdoors to review wildlife management projects and assist field personnel. Lifting equipment and materials.

Highly Sensitive[None]

FLSA Exempt Yes

Probationary Period 12 Months

Miscellaneous

In-state and out -of-state travel required occasionally.
 "Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<http://www.rules.utah.gov/publicat/code/r027/r027-007.htm#T3>"

Contact Gaye Betts
 (801) 538 -7202
 gbetts@utah.gov

Benefits

This position is eligible for a full benefits package including medical, dental, life, and long -term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. In addition, employees may choose to enroll in voluntary benefits such as insurance covering vision, accidental death and dismemberment (AD&D), long -term care, and short -term disability, as well as Hyatt Legal, additional life insurance, discounted home and auto insurance, and membership to employee discount programs. The State requires employees to receive their pay through direct deposit or a payroll debit card account. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538 -3025 or TTY (801) 538 -3696.