

ASSISTANT HATCHERY MANAGER (FISH & WILDLIFE BIOLOGIST SUPERVISOR) – Position# K0233815

This unclassified, full-time position within the Fisheries Division, at Pratt Fish Hatchery, and is directly supervised by Mike Hassler, Hatchery Manager.

The incumbent is responsible for all culture phases required to produce their assigned fish species which may include Channel Catfish, Blue Catfish, Walleye, Saugeye, Bluegill, Fathead Minnow, Black Crappie and other species. Pratt Hatchery is an 80+ extensive earth culture pond facility with a surface water source supplied by diversion dam. Responsibilities to include Ictalurid & predaceous fish hatching, harvest, collecting scientific data, water chemistry, and monitoring fish growth and rates of feed consumption. Responsible for assisting with extensive pond management including water flow management, aquatic plant removal and treatment, pond bottom contouring, water well tracking, reporting, and harvest structure maintenance. The position designs and modifies fish culture equipment to meet specific needs. Diagnoses and monitors fish health and applies appropriate treatments to avoid loss. This position will supervise two Fisheries Biologists, one Fisheries Technician, and all temporary staff. Successful candidate will be the acting Hatchery Manager in the manager's absence. The position will assist with maintaining hatchery assets, coordinating large capital improvement projects, purchasing, and other administrative duties.

Hatchery housing is currently **not** available. Must live within 15 minutes of hatchery.

Upon employment, the following licenses will be required:

- State of Kansas Driver's License
- Commercial Applicator License - Category 5 for Aquatic Pesticides

BENEFITS: Beginning salary range, \$61,740 to \$64,827; 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 fisheries science/management or wildlife science/management and at least three years of full-time work experience in a fish hatchery or related position. Education may be substituted by the agency. At least one year of full-time supervisory experience is preferred. Applicants with job knowledge and/or experience in fish production and/or fisheries management will be given preference. The successful candidate must pass a background check and must possess and maintain a valid driver's license.

The selected candidate must take and pass a state of Kansas Controlled Substance Test for Commercial Drivers prior to appointment and is subject to random testing for alcohol and controlled substances following employment.

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 – March 14, 2025

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.