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Christopher Kennedy, Secretary

Laura Kelly, Governor

### **PUBLIC LANDS MANAGER II – Position# K0233846**

This permanent, full-time unclassified position is in the Public Lands Division, Region 1 and is directly supervised by Brian Serpan, Public Lands Regional Supervisor.

This position is a professional management position in wildlife conservation and management for Webster, Broun, Francis Wachs, Hahn, Sheridan, Vogel, and Woodston Wildlife Areas, and Rooks State Fishing Lake and Wildlife Area. **The primary duty station for this position will be the Webster Wildlife Area office at Webster State Park.**

The incumbent plans, develops, and maintains wildlife habitat and recreational facilities on public lands, and provides safety and assistance to the public. Responsibilities include participating in, directing, and supervising land and habitat management work; budget preparation and expenditure tracking; preparing documents, reports, and management plans; assisting other divisions and various state and federal agencies with environmental issues; purchasing supplies and equipment; administering agricultural leases; ensuring contract compliance; supervising and participating in the construction, maintenance, and repair of area buildings, equipment, and roads; providing public information and promoting wildlife conservation; participating in scientific field studies and surveys; and actively participating in interviews, hiring, training, and coordination of seasonal employees.

The incumbent administers and participates in law enforcement activities on assigned areas; detects violations, makes arrests, collects evidence, prepares cases and testifies, as required-must be a credible witness in court, cooperates/coordinates with KDWP Law Enforcement Officers and local law enforcement agencies to enforce laws, rules and regulations for the protection of resources, visitors and facilities.

**If an applicant is not currently law enforcement certified, our agency will send the successful applicant to the required training as listed below. Applicants do not have to be law enforcement certified to apply.** Upon notice of conditional offer of employment, successful candidate will be screened, tested, and assessed for admission into the Kansas Law Enforcement Training Center.

**BENEFITS:** Beginning hourly wage, \$27.68/hr; 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, but other degrees relating to this field may be considered as determined relevant by the agency. Applicants with experience in managerial work over a wildlife area or other public lands, assisting with the responsibilities of conservation, operations, construction, maintenance, and public services will be given preference. The successful candidate must pass a background check and possess and maintain a valid driver's license.

**NECESSARY SPECIAL REQUIREMENTS:** This class requires the employee to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a.

This class requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position in this class, candidates cannot have been convicted of a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 992 (g) (8) and (9) To be eligible for certification in the state of Kansas, one must also be free of any diversions from a felony or misdemeanor domestic violence crime as set forth by the Kansas Law Enforcement Training Act.

Candidates for positions in this class must have the following: be a U.S. citizen; be 21 years of age at the time of appointment; free of conviction of any crime punishable by imprisonment in a federal penitentiary or a state prison; and be required to pass a physical exam administered by the hiring agency.

This class requires that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services, a pre-employment physical, a standard battery of psychological tests, and a Polygraph Examination are required for admission into the Kansas Law Enforcement Training Center Basic Course.

**Because this position requires the employee to be certified as a Law Enforcement Officer by the Kansas Law Enforcement Training Commission, certain past and present personal behaviors can impact employee eligibility.**

**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 of the page under the Sunflower. From there either **Sign in** to 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 by the information 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](mailto: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 – April 25, 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.