

### **AREA WILDLIFE BIOLOGIST (FISHERIES WILDLIFE BIOLOGIST III) – Position #K0233912**

This **unclassified**, full-time position is located in the Wildlife Division and is stationed in the Manhattan NRCS Area 4 Office. This position is directly supervised by Brad Rueschhoff, Wildlife Regional Supervisor. The incumbent will spend approximately 60% of their time working with private landowners in a four-county district. The remaining 40% of the incumbent's time will be spent working with the Natural Resource Conservation Service (NRCS) to implement wildlife programs at the NRCS Area level.

The incumbent has district wildlife responsibilities in Geary, Riley, Pottawatomie, and Nemaha counties. This position supervises a Wildlife Biologist I who assists with district daily duties while having primary responsibilities for Pottawatomie and Nemaha Counties. District duties involve organizing, coordinating and directing wildlife programs and projects; planning and implementing wildlife habitat projects through the Habitat First program on private land; administering walk-in hunting access program (WIHA) in assigned district, which includes property review, landowner contacts, contract negotiations, and posting of signs; coordinating with local, state and federal agriculture and natural resource agencies and constituency groups; responding to animal damage complaints; coordinating and participating in public information and education efforts; conducting environmental assessments; providing technical services to private landowners and local governing units; preparing documents, reports, and wildlife management plans; conducting wildlife surveys; assisting other divisions and various state and federal agencies with environmental issues; completing various administrative duties necessary to support the district wildlife management program; and special projects as assigned.

**NRCS Area Responsibilities:** Provides wildlife management coordination and expertise to NRCS Area 4 staff. The incumbent provides wildlife technical assistance and conservation planning associated with Farm Bill programs and initiatives such as EQIP, CRP, and WLFW. Specific job assignments will be provided by the NRCS Assistant State Conservationist for Area 4. A general outline of duties includes providing coordination between KDWP and NRCS; implementing wildlife management provisions into USDA's farm bill programs at the NRCS area and county level; and providing technical advice to NRCS staff to develop USDA statewide programs and policies.

**BENEFITS:** Beginning hourly wage, \$30.44/hour; 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 two years of related work experience. Other degrees relating to this field may be considered. Education may be substituted by the agency. The successful candidate must pass a background check and possess and maintain a valid driver's license.

**ADDITIONAL QUALIFICATIONS/SKILLS/ABILITIES:** The successful applicant must have a mix of expertise in ecology, agricultural or related fields. The applicant must have good communication skills and be able to work in an interdisciplinary agency environment and with landowners. Computer skills are highly desirable.

**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](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 – May 2, 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.