

Jeff Crow  
Director

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Chief of Staff and Deputy Director



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Assistant Deputy Director

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Assistant Deputy Director

## Arkansas Game and Fish Commission

September 29, 2017

**JOB VACANCY**  
**AGFC BIOLOGIST SPECIALIST**  
**POSITION NO. 22096126**  
**FISHERIES MANAGEMENT DIVISION**

**SALARY:**

(Q287U) \$45,274 - \$70,108 annually.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a bachelor's degree in biology, zoology, botany, or a related field plus two years of experience in wildlife management or a related field. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Human Resources Chief.

**PREFERRED EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a bachelor's degree in fisheries or a related field plus two years of experience in fisheries management or a related field. A master's degree in fisheries biology or related field is preferred and may substitute for two years of experience.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the principles of biology, ecology, and related environmental sciences. Knowledge of game and fish management programs including propagation, cultivation, and harvesting techniques. Knowledge of game and fish management laboratory and field survey equipment, techniques, and procedures. Knowledge of supervisory practices and procedures. Ability to plan, organize, and oversee the work of subordinates. Ability to make public presentations. Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinate supervisors. Ability to conduct scientific game and fish surveys and studies, analyze and evaluate collected data, and prepare written narrative report of findings. Ability to direct, coordinate, and maintain wildlife management programs.

**PREFERRED KNOWLEDGE, ABILITIES, AND SKILLS:**

Experience in current fish sampling techniques. Knowledge of fisheries science principals and techniques. Good computer skills, especially in Microsoft Office programs (Word, Excel, Access, Power Point). Good writing skills. Good public speaking skills and affable attitude when talking to the public. Physically able to work long hours, sometimes under harsh or physically demanding conditions. Strong teamwork concept, yet capable of completing a task without close supervision. Experience with alternative mechanisms to gather public input (Facebook, Twitter, forums, surveys). Proficient with fish population modeling. Proficient with Arc GIS. Proficient with statistical programs (SAS, R). Strong organizational skills.

**POSITION LOCATION:**

Jonesboro Regional Office

**CLASS SUMMARY:**

The Arkansas Game and Fish Commission (AGFC) Biologist is responsible for supervising a wildlife management program. This position is governed by state and federal laws and agency policy.

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### **TYPICAL FUNCTIONS:**

Plans and conducts various biological surveys to investigate population, habitat, and ecology of game and fish species and conducts studies of game and fish propagation, cultivation, and harvest. Analyzes and evaluates survey and sampling data and writes reports describing the results of the data and makes recommendations on game and fish populations. Directs the development of various wildlife management areas or fish propagation and cultivation and treatment plans based on district management plans. Assists supervisor with districts' annual budgetary projections, prepares various reports and purchase orders, requisitions for equipment, supplies, and parts, and prepares monthly activity reports. Makes presentations to civic groups, schools and clubs, and conducts public meetings to explain new and/or proposed rules and regulations and /or to hear complaints about wildlife management. Writes articles for news releases on game and fish activities in district. Assists supervisor in the development of game and fish management plans and proposals to expand or improve management areas. Performs other duties as assigned.

### **JOB DUTIES AND RESPONSIBILITIES:**

Functions as District 3 Assistant Fisheries biologist under the supervision of the District 3 Fisheries Supervisor. Responsible for the management of fisheries and aquatic resources in Fisheries District 3, which includes Clay, Craighead, Greene, Independence, Jackson, Lawrence, Mississippi, Poinsett, Randolph, and Sharp counties in northeast Arkansas. Routinely performs standardized fish population surveys including seining, electrofishing and netting. Conducts stream sampling surveys. Analyzes fish population survey data and prepares annual lake reports. Makes management recommendations. Assists other Fisheries Division personnel with aquatic resource and fisheries management projects. Conducts specialized research and data analysis of various fish species and habitat types. Conducts fish management activities such as fish habitat improvements, and investigates fish kills. Conducts extension work on private farm ponds and fishing lakes. Writes technical reports and presents audio/visual programs to civic clubs, angler clubs, school groups, and professional organizations. Maintains professional decorum with other local, state, and federal agencies. Maintains district files, spreadsheets, databases, and presentations using Microsoft Office programs. Establishes and maintains good communication with the public. Scopes potential public access sites and develops access maintenance renovation needs.

All applicants are subject to a criminal background check.

Applications must include complete work history and references. Applicants may apply online at <https://jobs.agfc.com>. Applications must be submitted by midnight on **October 11, 2017**.

**“AS AN EQUAL OPPORTUNITY EMPLOYER, THE COMMISSION WILL MAKE ANY REASONABLE ACCOMMODATIONS NECESSARY TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES”**