

STATE OF KANSAS

DEPARTMENT OF WILDLIFE, PARKS AND TOURISM
OPERATIONS OFFICE
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PRATT, KS 67124-8174



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GOVERNOR JEFF COLYER, M.D.
ROBIN JENNISON, SECRETARY

FISHERIES REGIONAL SUPERVISOR – Position #230313

This **unclassified**, full-time position in the Fisheries and Wildlife Division, will be located in the Topeka Region 2 Office; and is directly supervised by Doug Nygren, Public Service Executive.

The incumbent provides direct supervision, coordination and management of employees of the Fisheries Management Section of the Fisheries Division within Region 2 (Northeast Kansas), having overall responsibility for these functions within the region; holds regular staff meetings to discuss problems, needs, techniques, and methods to improve operations; assures that equipment and manpower are effectively and efficiently used; implements policies of the division and the Department; cooperates and coordinates with regional counterparts and statewide program coordinators, cooperatively arranging employee schedules, equipment usage and office personnel to maximize agency effectiveness and assures that regional staff work closely and cooperatively with other divisions and regions; actively participates in the recruitment of new staff within guidance for the division and department; assures full compliance with affirmative action/equal opportunity objectives of the Department in all hiring and supervision; personally develops and maintains communication with numerous governmental agencies at the local, state and federal level and with the public with special focus on constituent groups representing fish and wildlife interests; administers planning, budgets, purchasing, contracts and other business matters of the division as assigned; assures compliance of all staff under supervision with state rules and regulations and departmental guidance related to all business matters of the Department; provides continuing training for all employees under supervision; serves as a key component of the division management team by participating in a wide variety of division meetings, providing staff assistance to the Fisheries Division Director, and assisting with other administrative functions as assigned; works closely with the Information and Education staff to implement education, media relations and internal communication functions; directs Fisheries personnel in public water and private lands program delivery efforts, including state and federal grants and cost share programs; and coordinates activities with regional counterparts.

BENEFITS: Beginning salary \$60,500; group health and life insurance; retirement; holidays; sick and vacation leave; and deferred compensation, HSA, HRA, and FSA options.

MINIMUM REQUIREMENTS: Bachelor's degree in environmental, agricultural or natural sciences/resources and two years of experience in a field of environmental/agricultural sciences or natural sciences/resources. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural sciences/resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency. Applicants possessing a bachelor's degree with major course work in fisheries science/management will be given preference. The successful candidate must pass a background check. Candidates must possess a valid Kansas driver's license.

HOW TO APPLY: Qualified applicants must register with the State of Kansas by completing the personal information registration form to obtain their State of Kansas Applicant ID Number. This form may be completed online at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data>. Qualified applicants may apply by submitting ALL of the following items:

- 1) a letter of interest, which includes your State of Kansas ID Number;
- 2) a detailed resume; **including a valid email address**;
- 3) transcript material (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred);
- 4) KDWPT employment application located at <http://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info>;
- 5) an authorization to release information form** located at <http://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info> and,
***Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism 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.*
- 6) Kansas Tax Clearance Certificate

Kansas Tax Clearance Certificate: Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A **Tax Clearance** is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

Application materials should be sent to kdwpt.kdwprecruitment@ks.gov or may be sent to Human Resources Office, Kansas Department of Wildlife, Parks and Tourism, 512 SE 25th Avenue, Pratt KS 67124, phone number 620-672-5911. **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 <http://da.ks.gov/ps/aaa/recruitment/veterans.htm> 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.

DEADLINE TO APPLY – POSTMARK: April 30, 2018

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply. Veteran's Preference Eligible.