



## **DWFP-WILDLIFE/FISHERIES MANAGER I**

### **CHARACTERISTICS OF WORK:**

This is entry-level technical work in the fields of wildlife, fisheries, ecology, and natural resources conservation in the Department of Wildlife, Fisheries, and Parks. Characteristic duties include responsibility for routine investigation, collection, preparation, and maintenance of field and laboratory biological and aquatic data and reference collections; implementation of development, management, and restoration projects related to resource conservation, hatchery, or aquaria programs. Work is performed under the close supervision of a biologist or an administrative or technical superior and is subject to frequent inspection. Incumbents at the entry level receive specific instructions and assignments and may act as project technical assistants or lead workers in the performance of related duties.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

An Associate's Degree from an accredited two-year college;

**AND**

#### **Experience:**

One (1) year of work experience related to the described duties.

**OR**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

**Experience:**

Three (3) years of work experience related to the described duties.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

**Required Document:**

Must possess a valid Mississippi Driver's License or a valid Driver's License from a contiguous state.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Heavy Work:** May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

**Depth Perception:** Three dimensional vision, ability to judge distances and spatial relationships.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color:** Ability to identify and distinguish colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit; and climb or balance.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and

responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Communication:** Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other state's agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Provides routine information to pond owners, landowners, and the general public in stocking ponds, pond management, planting food crops/cover, habitat improvement, and resource management. Participates in demonstrations, educational and informational programs related to hatchery or aquaria operations.

**Workflow Management:** Carries out, completes, and follows up on work that is performed.

Effectively manages workload to complete multiple tasks. Works independently resolving all tasks timely. Researches and finds solutions using all available informational resources. Effectively utilizes resources such as time, computer equipment, supplies, travel, etc. Makes appropriate choices or exercises sound judgment for a variety of circumstances. Exercises appropriate level of professional curiosity based on information obtained. Adapts appropriately to a variety of situations and surroundings. Performs custodial and maintenance activities of physical facilities and structures, grounds, aquaria, mechanical and water systems, water control structures, roads, and specialized equipment. Completes various reports related to time, attendance, and activities; vehicle usage, expenses and repairs; hatchery production records; special field and laboratory research and management project reporting.

**Functional Capability:** Possesses or is capable of developing the specific knowledges and technical abilities to succeed in the specified position.

Possesses knowledge of relevant laws, regulations, programs and agency policies. Possesses knowledge of plans and programs that are administered by the agency. Maintains regular contact with persons in other departments, entities, or other agencies to coordinate activities, to resolve problems, to furnish or obtain information, and to explain policies, procedures, programs, rules, and regulations.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Continuously assesses work unit for areas of improvements and suggest changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority.

**Mentoring or Training:** Watches over and assists with work of co-workers. Utilizes appropriate methods for training.

Mentors or otherwise assists co-workers as assigned helping them to improve their knowledge, skills, and abilities. Facilitates co-worker learning. Fosters a positive attitude. Participates in job training programs (On the Job Training). Shares knowledge and wisdom with less experienced employees.

**Technical:** Is proficient in operating equipment applicable to position.

Operates and maintains a variety of equipment, including but not limited to, motorized vehicles, tractors with accessory grounds maintenance equipment, all terrain vehicles, heavy equipment, winches, boats, traps, motors, predator-control equipment, etc.

**Lake, Area, and Hatchery Management:** Plans, coordinates, and supervises various activities necessary to manage and operate fish and wildlife resource projects.

Performs routine procedures in the identification, collection, and preparation of biological data; conducts basic field or laboratory research using standardized methods; records data and assists in preparation of reports, graphs, charts and tables of results and technical observations. Assists in performing routine technical activities related to wildlife management areas, public waters, pond/lake management, and public fishing areas; checks water quality and water levels; participates in investigations of fish kills, reported crop and resource damage, and complaints of nuisance animals and predators.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Performs routine technical procedures in the identification, collection, and preparation of aquatic and biological data.
2. Participates in the development, management, and restoration of projects related to resource conservation, hatchery, or aquaria programs.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Performs routine procedures in the identification, collection, and preparation of biological and aquatic data; conducts basic field or laboratory research using standardized methods; records data and assists in preparation of reports, graphs, charts, and tables of results and technical observations.

Performs analyses of soil, water, and vegetative samples; performs routine laboratory analysis of specimens; assists in conducting examinations and measurements of various species.

Participates in field and laboratory research or management programs designed to control diseases, parasites, and undesirable plants, fish, non-game, or other species.

Participates in banding, tagging, counting, trapping, netting, shocking, and sampling activities; identifying, sorting, grading, weighing, and measuring species; records information to support specific research or management projects.

Assists in performing routine technical and managerial activities related to wildlife management areas, public waters, pond/lake management, and public fishing areas; checks water quality and water levels; participates in investigations of fish kills, reported crop and resource damage, and complaints of nuisance animals and predators.

Participates in projects to develop, restore, and maintain terrestrial and aquatic habitat; planting or construction of natural and artificial habitat enhancements and structures; marks habitat boundaries and right-of-ways.

Provides routine technical assistance to pond owners, landowners, and the general public in stocking ponds, pond management, planting food crops/cover, habitat improvement, and resource management.

Assists in propagating, natural and artificial spawning, hatching, feeding, and raising fish and aquatic species.

Assists in draining ponds and pond and dike repair/maintenance; fertilization of ponds and lakes; administering agricultural and aquatic chemical treatments to improve habitat conditions and control weeds and vegetation.

Participates in the harvest, transport, and distribution of hatchery-raised fish; stocking (re-stocking) ponds, lakes, streams, and other public waters with native or introduced fish species; relocation or release projects.

Participates in conducting stream, creel, public use data, deer herd health analysis, browse, mast, prey, and forage surveys/studies; inventories; population censuses.

Performs custodial and maintenance activities of physical facilities and structures, grounds, aquaria, mechanical and water systems, water control structures, roads, and specialized equipment.

Participates in demonstrations, educational and informational programs related to natural resource management and operations.

Completes various reports related to time, attendance, and activities; vehicle usage, expenses, and repairs; hatchery production records; special field and laboratory research and management project reporting.

Maintains property inventory of assigned field and facility equipment.

Operates and maintains a variety of equipment, including but not limited to: motorized vehicles, all-terrain vehicles, winches, boats, motors, tractors, heavy equipment, audio-visual equipment, two-way radio and communications equipment, nets, traps, sampling and electrofishing gear, laboratory and field testing equipment.

Directs and monitors work activities of subordinates.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.