



DWFP-CONSERVATION RESOURCES COORDINATOR

CHARACTERISTICS OF WORK:

This is professional administrative and managerial 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 administering, directing and coordinating statewide specialized conservation research, management and environmental projects/programs. The work requires a high level of technical and administrative skill to manage diverse and complex conservation projects/programs. Incumbents act as the principal program advisors to the director of a section and perform within the scope of broad statutory and departmental guidelines, with considerable latitude in the formulation of scientific/technical applications and recommendations of substantial resource-related and socioeconomic impact. Work is performed under the general direction of an administrative or technical supervisor; work is planned and reviewed with progress evaluated in conferences with supervisors. Supervision may be exercised over subordinate professional and technical staff.

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:

A Master's Degree from an accredited four-year college or university in Wildlife/Fisheries Ecology/Biology or in Wildlife/Fisheries Conservation/Management or a field of study defined by the Department of Wildlife, Fisheries, and Parks;

AND

Experience:

Four (4) years of work experience directly related to the described duties.

Substitution Statement:

Directly related education above the Master's Degree and directly related experience may be substituted on an equal basis.

Licensure:

Applicant must possess and maintain a valid Mississippi Driver's License.

Required Document(s):

Applicant must provide employing agency evidence of completion of education requirements and a valid copy of his/her transcript to verify course work, when applicable.

Special Option Requirements:

Duty assignments which may include enforcement powers would require an applicant to meet any and all minimum standards of employment and pre-defined requalification standards as set forth by the Board of Law Enforcement Officers Standards and Training and the Department of Wildlife, Fisheries and Parks.

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.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 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 left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

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

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

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: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

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

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

Accountability: Accepts responsibility for actions and results.

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

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

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

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

TECHNICAL COMPETENCIES:

Conservation: Maintains commitment to preserve the natural resources of Mississippi.

Proposes changes to conservation-related laws and departmental regulations designed to promote and protect wildlife, fisheries, ecology, and natural resources. Possesses the knowledge of conservation practices. Recommends resource preservation and enhancement practices.

Program/Project Management: Administers and directs statewide specialized conservation research, management, and environmental projects/programs.

Coordinates programs for development, management and restoration of state-owned or leased lands, waterfowl areas, hatcheries, state parks/lakes, ponds, reservoirs and public waters, and cooperative projects with federal, state or local agencies, universities, and conservation organizations. Administers and supervises the state's Federal Aid in Wildlife Restoration or Sport Fish Restoration programs and related federal-aid and state-supported resources management programs. Reviews and directs all phases of statewide project/program development and operations, i.e., proposal, planning, design, implementation, reporting, etc.

Planning and Evaluating: Organizes work and sets priorities; determines short or long term goals and strategies to achieve them; monitors progress and evaluates outcomes.

Evaluates conservation methods through implementation of monitoring procedures. Recommends management strategies and applications. Directs and participates in the strategic planning and development of long-range research and conservation management programs. Develops and prepares annual plans, specifications, and estimates for implementation of program goals and objectives. Performs evaluations to determine whether programs are conducted in accordance with approved plans, specification, and guidelines.

Administration and Management: Plans, coordinates, and executes business functions, resource allocation, and production.

Plans and administers program budget(s) of broad scope. Directs and supervises statewide field activities. Coordinates and directs biological investigations. Coordinates and determines statewide project/program priorities, allocation of resources, and assignments. Reviews and approves budget requests.

Managing Human Resources: Distributes, coordinates, and monitors work assignments of others; ensures staff are appropriately utilized and developed.

Reviews and evaluates subordinates' job performance; recommends performance improvement plans and supplemental training to ensure performance standards are met. Makes personnel-related recommendations to an administrative superior, to include staff development, employment, promotion, termination and disciplinary action.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

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. Coordinates and directs the collection of various data to aid in the management of species.
2. Analyzes and summarizes data.
3. Provides sportsmen and the general public with information on various topics.
4. Administers and supervises federal-aid and state-supported resources management programs.

EXAMPLES OF WORK:

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

Coordinates, directs and organizes statewide development, management, restoration, research, and educational activities.

Coordinates programs for development, management and restoration of state-owned or leased lands, waterfowl areas, hatcheries, state parks/lakes, ponds, reservoirs and public waters, and cooperative projects with federal, state or local agencies, universities and conservation organizations.

Administers and supervises the state's Federal Aid in Wildlife Restoration or Sport Fish Restoration programs (Dingell-Johnson; Wallop-Breaux; Pittman-Robertson), related federal-aid and state-supported resources management programs.

Directs and supervises statewide field activities; develops comprehensive management plans; recommends resource preservation and enhancement practices; evaluates conservation methods through implementation of monitoring procedures.

Designs and directs complex research projects and methods of data collection and analysis; develops and maintains relational databases; recommends management strategies and applications.

Coordinates requests for technical assistance from sportsmen's groups, clubs, conservation and community organizations, landowners and the general public; plans and coordinates technical assistance in resource management, habitat improvement, pond management and determination of harvest quotas; reviews resource and user group plans and implementation.

Participates in negotiations of lease or purchase agreements for tracts of property under stewardship of the department.

Administers cooperative agreements and contracts with federal, state and local governmental agencies; ensures compliance with contract terms and conditions; performs progress and status reporting.

Coordinates, reviews and directs all phases of statewide project/program development and operations, i.e., proposal, planning, design, implementation, coordination, evaluation and reporting; conducts field inspections to assess program status; evaluates effectiveness of statewide projects/programs.

Plans and directs habitat evaluations, river basin studies, ecological surveys and land/water access reviews; evaluates and interprets reported results; assists and advises in the performance of complex evaluations, surveys and special studies.

Coordinates and directs biological investigations and analysis of mortality factors, diseases or fish kills to determine cause; evaluates recommended methods for intervention, prevention and eradication.

Reviews and approves project proposals and grant applications; organizes and directs feasibility studies and technical surveys.

Coordinates, reviews and conducts environmental assessments and impact studies, preparation of environmental impact statements and position papers, and formulation of management policies.

Coordinates and prepares statistical analysis, technical and non-technical reports and papers from research projects, surveys and field data; reviews and compiles annual harvest information, hunting, fishing and recreational participation, projected trends in resource usage, resource pressures, etc.; utilizes computer-based programs to enter research, survey and field data.

Develops and prepares annual plans, specifications and estimates for implementation of program goals and objectives; performs evaluations and field inspections to determine whether programs are conducted in accordance with approved plans, specifications and guidelines.

Plans and administers program budget(s) of broad scope; evaluates statewide program activities and expenditures for qualifying federal funding; administers federal-aid reimbursement, compliance and grant reporting.

Monitors the planning, design, development and construction of facilities and specialized equipment; evaluates research applications and technological advancements.

Proposes changes to conservation-related laws and departmental regulations designed to promote and protect wildlife, fisheries, ecology and natural resources.

Directs and participates in the strategic planning and development of long-range research and conservation management programs.

Plans, develops and presents informational and educational programs, in-service training or demonstrations on wildlife, fisheries, ecology and natural resources conservation, ecological and environmental issues and concerns; participates in public hearings, forums and technical meetings related to conservation and resource management topics.

Coordinates or responds to requests for information either verbally or in writing regarding program policies, activities and regulations; edits and prepares media releases and public notices; prepares program proposals and tentative recommendations for the adoption/revision of regulations for Commission and legislative enactment.

Evaluates and presents final technical recommendations on seasons, bag or shot limits, specific state parks/lakes or management areas rules and regulations, hunting and fishing regulations, state and federal conservation laws and regulations; develops applicable policies and operating procedures.

Assesses and conducts literature reviews and summarizes information for use in project/program proposals, technical and non-technical reports and articles, and evaluation of current management practices.

Coordinates and determines statewide project/program priorities, allocation of resources and assignments in accordance with established goals and objectives; coordinates and approves work, holiday and leave schedules.

Reviews and evaluates subordinates' job performance; recommends performance improvement plans and supplemental training to ensure performance standards are met.

Makes personnel-related recommendations to an administrative superior, to include staff development, employment, promotion, termination and disciplinary action.

Reviews and approves work plans, annual and year-end reports, project/program proposals, and budget requests; approves major purchases of equipment, commodities and services; monitors expenditures of funds allocated to project/program by project and budget category.

Reviews and approves various administrative reports related to time, attendance and activities; vehicle usage, expenses and repairs; federal aid reimbursement projects.

Coordinates property inventory, and maintenance of field and facility equipment assigned to statewide projects/programs.

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

May enforce laws, rules and regulations for the protection, conservation and management of wildlife, fisheries and natural resources.

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.