



AGFC CONSERVATION PROGRAM BIOLOGIST I

Position Number:

Class Code: Q403U

Salary Range: \$61,443 - \$86,609

FLSA Status: Exempt

Revised: 06/30/2023

JOB DESCRIPTION

SUMMARY:

The Arkansas Game and Fish Commission (AGFC) Conservation Program Biologist I is responsible for supervising a wildlife or fisheries management area. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS:

- Assists program coordinators, habitat biologists, other staff and agency partners in the planning, preparation, and implementation of projects on wildlife management areas.
- Participates in developing wildlife management area recommendations and the development of short- and long-term plans for future agency conservation activities.
- Coordinates and leads biological surveys and studies of wildlife to determine population growth, propagation rates, and the effect of environmental and human conditions on particular species. Summarizes data and prepares reports.
- Communicates regularly with the Regional Supervisor regarding oversight for budgets, contracts and grants, and assists in the supervision of professional and technical personnel, contractors, part-time employees, interns and volunteers
- Oversees overall project operational duties and supervision of employees in the absence of Regional Supervisor. Assists with overall management of a region by submitting recommendations and reports to the Regional Supervisor.
- Assists with budget development by reviewing and recommending requests from regional personnel and submitting budget recommendations to the Regional Supervisor. Develops, submits, reviews, approves, and directs implementation of budgets, invoices, project plans, regulations and operational procedures.

- Reviews biological data to analyze trends affecting management priorities and program requirements.
- Drafts public land management plans and oversees their implementation through direct participation, assigning appropriate personnel, assembling data, submitting and approving final data products and reports.
- Assists with both regional and division administrative duties. Serves on statewide and broader working groups and teams.
- Conducts public relations work with various agencies, private industry, professional and civic organizations and outdoor recreational groups.
- Must understand and be willing to function in a multi-faceted, team-oriented work environment. Must maintain close individual contact with and develop solid working relationships with all Wildlife Management Division, agency and partner organization personnel.
- Participates in public outreach regarding management activities and regulations.
- Leads nuisance wildlife capture and relocation.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

As a Fisheries Management Biologist for the Arkansas Game and Fish Commission, you will join a highly-trained, progressive team of Fisheries Scientists working to improve the conservation and management of aquatic resources in Arkansas. You will receive outstanding training and competitive pay and benefits. Fisheries Management Biologists (Conservation Program Biologist I) are responsible for fisheries management activities in a district, with many opportunities to work on projects across the state. Job duties include: standardized fish population surveys, onsite and offsite angler surveys, stakeholder engagement, fish habitat improvement projects including nuisance aquatic vegetation control, analysis of survey data, preparation of annual fishery management reports, assisting with the development of management recommendations for district waters, development and execution of an independent research project, and working with other agencies and elected officials on improving fisheries resources.

This position is located in Northeast Arkansas. Fisheries resources are abundant, ranging from the Mississippi River, and the Black River system, to six AGFC lakes. This position works under the supervision of the District Fisheries Supervisor out of the AGFC Jonesboro Regional Office.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the principles of biology, ecology, and related environmental sciences
- Knowledge of wildlife management principles and techniques
- Knowledge of laboratory and field survey equipment, techniques, and procedures
- Ability to plan, organize, and oversee the work of subordinates
- Ability to make public presentations
- Ability to develop and implement wildlife research, monitoring or management projects. Ability to communicate orally and in writing
- Ability to make public presentations

- Ability to plan work unit objectives and operational activities and assign and direct the work of subordinate supervisors and applicable field personnel
- Ability to develop and implement wildlife research, monitoring or management projects
- Ability to direct, coordinate, and maintain wildlife management programs

PREFERRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of freshwater fish, fisheries, fish population dynamics, and fish management techniques
- Knowledge of freshwater aquatic plants and related management techniques
- Skill in writing (both technical and popular articles)
- Skill in the maintenance and operation of boats, outboard motors, fish sampling equipment, etc.
- Skill in the use of word processing, spreadsheet, database, data analysis, fish population analysis software programs, Program R, etc.
- Ability to exercise sound judgment and reasoning in decision-making and problem-solving
- Ability to establish and maintain effective working relationships with the public, stakeholders, and Arkansas Game and Fish Commission staff
- Ability to implement project management techniques and practices (scheduling/task management) to ensure completion of programs and projects in an effective and timely manner
- Ability to write and edit technical reports in a timely manner
- Ability to professionally explain Project, Division, and Agency programs, policies, and procedures to the public and other stakeholders
- Ability to design and conduct biological studies/surveys.

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 MINIMUM EDUCATION AND/OR EXPERIENCE:

A master's degree in fisheries management is strongly preferred.

ADDITIONAL INFORMATION:

For additional information on this position, please contact Matt Schroeder, Fisheries District Coordinator, Matthew.Schroeder@agfc.ar.gov, 501-604-0484

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have (or be able to obtain) a valid Arkansas driver's license

Ability to acquire a non-commercial pesticide applicator license within 1 year.

Class A CDL may be required based on the job duties assigned