



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> SENIOR BIOLOGIST	<b>Grade:</b> 16
<b>Division:</b> FISHERIES	<b>Job Code:</b> 2919
<b>Reports To:</b> Regional Supervisor	<b>FLSA Status:</b> Non-Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of a Regional Supervisor, in addition to the duties of a fisheries biologist, the Senior Biologist will be responsible for specialized management, research and/or outreach program development, planning, coordination and implementation. Responsibilities require statewide program assistance and coordination with regional and hatchery supervisor(s), and other biologists. Assist the Federal Aid Coordinator with compilation and preparation of reports and document renewals. Coordinates with responsible parties in response to administrative requests for public information, reports, completion of surveys and questionnaires, and reference material reviews. May be assigned as agency representative on various ODWC, state or national committees, task forces, planning teams and workgroups. May be responsible for operating and maintaining an agency installation in the absence of direct supervision. May supervise fisheries technicians. Below is a short summary of each type of Senior Biologist additional duties.

**Environmental Review and Compliance Coordinator** – Process and catalog incoming environmental review requests from federal agencies, other state agencies, tribal entities, and consulting firms; coordinate and prepare responses to these requests and document all activities for including in annual grant reports; coordinate the preparation of environmental compliance documents and review of Section 7, NEPA, SHIPO, OAS, and 404 permits for Federal Grants that will encompass research projects, boating and fishing access projects, and large-scale construction and renovation projects.

**Research Coordinator** – Chairs the research review committee and maintains a working knowledge of all Fisheries Division research projects; plans and ensures scientific and technical research using current methods and approved research techniques; coordinate the review of Federal Aid grant project statements, Section 7, and NEPA compliance checklists; assists projects PI in developing budgets and maintaining an accurate ledger of expenditures; reviews and edits annual performance reports for all Fisheries Division research projects.

### JOB DUTIES

Participate in planning, development, coordination and implementation of fisheries research, management and production projects statewide; assist in establishing goals, objectives and cost estimates.

Coordinate implementation of outreach activities identified in Division planning documents, including liaison coordination with the Communication and Education Division.

May be assigned as statewide team leader for various Division programs or activities.

In addition to manuscript presentation and publication in professional and scientific journals, assist with review and critique of manuscripts submitted for professional publication by others.

Develop and coordinate the training opportunities for Division or region(s). May provide training assistance in specialized areas of need.

Coordinate with field offices to handle administrative information requests for reports, completion of surveys and questionnaires and reference materials as assigned.

Assist the Federal Aid Coordinator in gathering plans and estimates for grant renewal, preparing project statements and schedule of funded projects, performance and final reports.

May be assigned to represent the agency on various state or national committees, workgroups, planning teams with professional societies.

May be required to operate a field installation in the absence of direct supervision. May be required to perform other duties as assigned.

**Must have the ability to:**

- Must have the ability to swim and work outdoors in extreme weathers conditions.
- Ability to communicate clearly and effectively in public speaking situations.
- Ability to operate a motor vehicle, boat, motor and trailer, lift generators, nets, tubs of water and fish.
- Communicate both orally and in writing. Establish and maintain effective working relationships with others, proficient in use of computer and various software applications.
- Maybe required to work extended hours, weekends, and stay overnight out of town.
- May be required to be certified as a Reserve Game Warden and participate in the inter-divisional training program.

**Requirements:****Education**

Requires a bachelor's degree or higher in Aquatic Resource Management or closely related field from an accredited college or university.

**Experience:**

Requires nine years fisheries related experience with a bachelor's degree, or seven years fisheries related experience with a master's degree. At least six years of the fisheries related experience must be as a fisheries biologist with the Oklahoma Department of Wildlife Conservation.

**Knowledge and Skills:**

Must have a working knowledge of aquatic resource management principles, practices, techniques and an understanding of Department programs and policies. Be skilled in managing interpersonal relations with the public and co-workers. Have the ability to exercise good judgement and common sense in analyzing situations and in making problem solving decisions without immediate supervision. Must be effective in written and oral communication skills. Routinely publishes in scientific journals and proceedings. Ability to manage and perform all duties and responsibilities of a fisheries biologist in addition to assigned requirements of a senior biologist without loss of productivity or efficiency. Must demonstrate leadership, professionalism and mentoring skills with fellow workers and colleagues. Knowledgeable about and functional with computers, word processing, spreadsheet and database software, statistical data analysis and use of the scientific method in aquatic resource management. May directly supervise or assist in supervision of permanent and temporary employees.