



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: BIOLOGIST	Grade: 14
Division: Wildlife	Job Code: 2001
Reports To: Regional Supervisor / Research Supervisor	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES:

Under supervision of the Regional or Research Supervisor, is responsible for the planning, development, and implementation of both short- and long-range wildlife management and research projects. Is responsible for planning, organizing, and directing the successful completion of assigned projects within predetermined guidelines. Must prepare and submit annual project budgets including salaries, equipment, supplies, maintenance, etc. for assigned projects, and is required to have a state issued purchase card, make purchases of needed materials, supplies and services, and oversee purchasing and expenditures of subordinates, following all applicable state and federal purchasing rules and guidelines. Must be familiar with the principles and procedures of wildlife management and research. Supervise both full-time and temporary employees. Accurately observe, record, and analyze scientific data and prepare and submit detailed reports. Serve as advisor or department representative in areas of special expertise. May have extensive contact with a variety of public and private individuals and groups. Conduct audio and visual wildlife surveys, day/night.

Below is a short summary of each type of Biologist position:

Wildlife Diversity Biologist: Assists in establishing project goals and participates in the development of the Wildlife Diversity section objectives. Provides management and research recommendations and guidance regarding Species of Greatest Conservation Need. Serves as ODWC project leader for pass-through State Wildlife Grants and Wildlife Restoration Grants directed toward Species of Greatest Conservation Need, including project oversight, coordination with grant partners, providing project environmental compliance documents, and general support of Federal Aid staff. Provides biological, ecological, and taxonomic expertise regarding management and conservation actions benefiting rare and declining species. Additional duties include serving as an agency expert and/or representative on working groups and other collaborative multi-agency teams and coordinating implementation and required review/revision of Comprehensive Wildlife Conservation Strategy/State Wildlife Action Plan.

OLAP Biologist: Develop and implement access program goals, objectives, and habitat/hunt quality evaluation protocols for the Oklahoma Land Access Program (OLAP). Collect, record, and manage GIS data and geodatabases for project management, evaluation and reporting. Provide resource expertise to landowners seeking to improve habitat quality or improve access potential. Review and develop regulations and rule changes specific to Land Access properties. Purchase and maintain signage, supplies and equipment and conduct routine maintenance on properties. Develop program outreach materials and conduct landowner outreach and solicitation through direct mailings, on-line news releases, public meetings, door-to-door, and referral processes.

WMA Biologist: Has primary responsibility for the management of and is primary POC for assigned Wildlife Management Areas (WMA), Proactively manages wildlife and native plant communities, and operates and maintains facilities, equipment, infrastructure, and lands, including wetlands/wetland development units and shooting ranges within assigned WMA(s). Serves as burn boss for WMA prescribed burning program writes prescribed burn plans, is responsible for safely conducting prescribed burns, fire containment, and reducing smoke impacts, and assists with prescribed burns across management region. Designs, implements, and monitors agriculture, grazing, hay and/or timber leasing or harvest

*Wildlife Biologist
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programs, evaluates lease site, prepares leases for bidding, supervises lessee contract compliance, and prompts/monitors lessee for payments. Prepares and implements annual and long-term management plans, utilizing GIS for data entry, management, and analysis, and for monitoring, planning, and reporting management activities and results.

Wetlands and Waterfowl/Migratory Birds Biologist: Plans, develops, and guides statewide management of migratory bird programs including waterfowl, webless, and other migratory game birds as well as planning, development, and permitting of wetland habitat projects. Works directly with USFWS and the international Central Flyway Council to direct research and regulations including bag limits and season dates within the federal Migratory Bird Treaty Act framework. Manages collection of data to develop and implement short and long-range management needs across various habitats and species. Remains active in regional, national, and international working groups representing the agency, requiring extensive travel. Remains current on migratory bird management and disease issues as well as moist soil, green tree, seasonal flooded and other wetland habitats production and management. Oversees and directs work of other biologists who assist with migratory bird and wetland area activities. Provides expert guidance to other agency personnel as well as the public. Must serve as observer during low level aerial waterfowl surveys.

Big Game Biologist: Plans, develops, and guides statewide management of big game programs focused on white-tailed deer, mule deer, elk, and pronghorn. Manages collection of population and harvest data to develop and implement short- and long-range management needs across various habitats and species and formulates regulations including bag limits and season dates. Remains active in national and regional working groups representing the agency. Remains current on big game disease issues. Cooperates with ODAFF on joint CWD response plan production and implementation. Oversees and directs work of other biologists who assist with Deer Management Assistance Program, Damage Control Antlerless Permits program, and annual herd health evaluations. Must be certified in wildlife chemical immobilization. Provide expert guidance to other agency personnel as well as the public. Produces annual Big Game Report and other outreach items.

Upland Game Biologist: Plans, develops and guides statewide management of upland gamebirds program. Manages data collection to develop regulations and guidance including bag limits and season dates. Directs biologists and other staff in collection of survey data to develop and implement short and long-range management needs across various habitats and species. Remains active in national and regional working groups representing the agency. Remains current on upland gamebird disease issues. Directs work of other biologists and staff with Roadside Quail counts, Pheasant counts, and other surveys as needed. Provides expert guidance to other agency personnel as well as the public. Produces hunting season forecasts and other outreach items.

Research Biologist: Develops, plans, and conducts scientific research projects using currently approved resource management methodology, including accurately collecting and analyzing data, formulation of statistically sound conclusions, presenting findings to stakeholders and at technical meetings, and disseminating research through the peer-review publication process. Provide management recommendations obtained from research/survey projects to be implemented by division staff, partner agencies and/or private landowners. Draft and review federal aid research grant package components. Serve on the wildlife research committee to provide guidance and assist with the development of wildlife research needs and drafting the annual Request for Proposals for funding opportunities. Oversee pass-through/partner research projects, maintaining close contact with Principal Investigators and monitoring activities, expenditures, and reporting to ensure that research objectives and goals are being met, and expenditures are fiscally responsible and within program guidelines.

Private Lands Biologist: Work extensively with private landowners, other partners, and interested public to provide technical guidance, wildlife and habitat management recommendations and plans, and interpret habitat management specifications and policies. Coordinate, oversee, and assist with private lands-controlled hunts in assigned region. Collect and record GIS data and prepare reports for completed projects. Conduct public outreach and training on wildlife habitat management principles and practices and assist with promotion and delivery of cost share and other available funding assistance to interested and eligible recipients. Partner and work closely with other land management entities and agencies to promote understanding and implementation of sound wildlife and habitat management practices. Serve as agency representative or liaison on one or more technical committees, organization, and/or special emphasis programs / projects,

Furbearer Biologist: Plans develops and guides statewide management of the agency furbearing species program. Manages data collection to develop regulations and guidance including bag limits and season dates. Directs biologist and other staff on collection of survey data to develop and implement short- and long-range management needs across various habitats and species. Remains active in national and regional working groups representing the agency. Remains current on disease issues. Directs work of other biologists and staff within the roadside furbearer survey and other surveys as needed. Provides expert guidance to other agency personnel as well as the public. Manages all aspects of the state falconers permitting and regulatory process and ensures agency compliance with Federal falconry regulations. Manages all mountain lion sighting reports including field investigations, confirmations, and necropsy of collected cats. Ensures Oklahoma compliance with Federal CITES species tagging requirements and reporting. Produces annual fur season/sales report and other outreach items. Must be certified in wildlife chemical immobilization and serve as agency WHART coordinator.

T&E Biologist - Assists in establishing project goals and participates in the development of the Wildlife Diversity section objectives. Administers the agency's Section 6 Grant Program and works with partners to develop and complete relevant Section 6 projects. Coordinates agency comments and official position letters in response to Federal Register notices related to Threatened and Endangered species (T&E). Supports Wildlife Division grants and projects by providing environmental compliance guidance and review. Provides biological, ecological, and taxonomic expertise regarding management and conservation actions benefiting rare and declining species. Additional duties include serving as an agency expert and/or representative on working groups and other collaborative multi-agency teams and may include serving as ODWC project leader for pass-through State Wildlife Grants and Wildlife Restoration Grants directed toward Species of Greatest Conservation Need, including project oversight, coordination with grant partners, providing project environmental compliance documents, and general support of Federal Aid staff.

JOB DUTIES MAY INCLUDE:

Participate in planning, development, coordination and implementation of wildlife research and management projects. Assist in establishing project goals and participate in the development of the Division objectives.

Collects and evaluates data and develops annual reports that document survey results and population trends.

Interpret policies to subordinates and interested public. Develop or implement existing procedures for accomplishing assigned projects.

Assist with the development of management or research plans which include definition of proposed projects, specifications, time schedules, expenses, equipment, supplies, and personnel needed to complete the projects.

Schedule work to be completed by contractors, cooperators, or subordinates during appropriate time of year to meet project objectives.

Establish liaison and work closely with intergovernmental agencies and groups of private and public landowners. Assist in conducting public hearings on season, regulations, and other Department actions.

Present programs to local civic, educational, youth, professional, sportsmen and environmental groups.

Review professional wildlife management literature to stay abreast of advances in the professional wildlife management field.

Conduct surveys of assigned species of wildlife or plants and hunter access surveys on assigned species of wildlife.

Assist in supervision and management of hunting seasons and controlled hunts as directed.

Assist with regional projects, prescribed burns, and programs.

Plant food plots, mow, build/repair fences, maintain roads, and control or eliminate nuisance species.

Conduct habitat surveys to evaluate grazing or browsing pressure, habitat quality and potential for production of various wildlife species.

Make recommendations on management and other non-wildlife issues.

May perform other duties, management, or non-management, as assigned by supervisor.

Must have the ability to:

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms, cutting torches, and welding equipment.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Ability to push/pull a minimum of 50 pounds to hook up trailers, load boats and various other equipment.
- Walk and jog over rough terrain for extended periods of time.
- Must be able to swim.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends and stay overnight out of town.
- Handle wild animals in live and dead conditions, including dressing field game.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Operate and use small and handheld equipment and supplies.
- Use personal computers and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day and night audio and visual surveys.

REQUIREMENTS:

EDUCATION: Requires a bachelor's degree or higher in Wildlife Management or closely related field from an accredited college or university.

EXPERIENCE: No previous experience is required. Experience with GIS applications is preferred.

KNOWLEDGE AND SKILLS: Must have knowledge of principles, practices, and techniques of wildlife management. Understand basic farming operations and equipment use and basic supervision principles. Must have skills in exercising good judgement in analyzing situations and making decisions. Be proficient in the use of computers and various software applications.