



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Biologist – Natural Resources	<b>Grade:</b> 14
<b>Division:</b> Wildlife	<b>Job Code:</b> 3963
<b>Reports To:</b> Research Supervisor	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision and guidance of the Research Supervisor, assist in the development of short and long range Natural Resource Section projects and activities and is responsible for planning, organizing, and directing the successful completion of assigned segments of those projects and activities. May supervise full and part-time employees, lead program teams, train co-workers, maintain quality control of programs and interpret policy for volunteers. Will have extensive contact with a variety of public, private and governmental individuals, groups and agencies. Must accurately collect and analyze scientific data, keep accurate records of all phases of assigned work, and submit detailed written reports. Will be involved in representing and promoting consideration of wildlife resource interests in activities such as pollution events, environmental reviews and related activities. Will be involved in developing, coordinating, planning and implementing research, management, development, recreation, and education projects on environmental or wildlife diversity topics. Will serve as agency liaison with other agencies, the public and media. Will provide technical assistance and information concerning natural resource issues to increase consideration and public awareness about the effect of human actions on fish and wildlife resources.

### JOB DUTIES

Promote section programs and contribute to the consideration and protection of wildlife, as part of environmental impact reviews; in public appearances; in the preparation of agency legislative actions; and in the development of rules and regulations, through direct participation in committees, task forces, public presentations, and preparation of written materials.

Develop, coordinate, plan, and implement research, wildlife recreation, education, conservation and management projects involving environmental or wildlife diversity topics.

Conduct regular review and evaluations of activities, and assist with the preparation of Natural Resource section policies, procedures, strategies, rules, regulations, legislation and planning documents as part of a long-term planning process.

In cooperation with Department personnel, will coordinate and assist in or supervise field reconnaissance and assessment of possible impacts from habitat altering projects.

Investigate, coordinate, manage data, and supervise personnel on pollution complaints, wildlife kills and natural resource damage actions in coordination with other divisions, government agencies, the public and media as required. Findings are subject to use as court evidence.

Assist supervisor in enhancing awareness and representing wildlife resource interests by serving as advisor, providing written materials, technical assistance, training and establishing liaison with other entities including Department personnel, other state and federal agencies, members of the public, media or legislature, on wildlife diversity or environmental topics, in public and professional settings.

Use standard methods for ecological planning and evaluation procedures. Review professional wildlife, conservation and environmental literature to update knowledge of developments in wildlife conservation and related areas.

May be required to serve as project leader to develop, track and document projects, maintain quality control on technical aspects of programs and supervise full-time or part-time employees and interpret policy for volunteers.

Coordinate and schedule work to be completed by contractors, cooperators, or subordinates to meet the objective of

assigned projects.

Schedule and prepare, annual program budgets, work plans, periodic updates, job completion reports and related materials for assigned projects.

Operate vehicles specified in summary, and other equipment required to carry out job duties.

Handle routine correspondence, prepare materials for press releases, scientific or popular articles, prepare detailed reports of job duty activities, and maintain accurate records and files of all activities.

May be required to perform other duties as assigned.

**Must have the ability to:**

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms, cutting torch, 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 condition, including field dressing wild game.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Operate and use small and hand held equipment and supplies.
- Use personal computer and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day / 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 and of basic supervision principles. Understand basic farming operations and equipment use. Must have skills in exercising good judgment in analyzing situations and making decisions in collecting, evaluating and presenting information clearly and concisely, both orally and in writing. Must work professionally and courteously with the public and other agencies. Be proficient in use of computers and various software applications.