

State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:

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Working for Washington State

FISH AND WILDLIFE BIOLOGIST 2 *09166H

SALARY: \$3,213.00 - \$4,214.00 Monthly

OPENING DATE: 09/09/13

CLOSING DATE: 09/19/13 11:59 PM

DESCRIPTION:



Our Mission
To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision
Conservation of Washington's fish and wildlife resources and ecosystems.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Find out more about us and the important work we are a part of at www.wdfw.wa.gov.

Fish & Wildlife Biologist 2 (Permanent)

This position is located in the Regulatory Services, Protection Division within the Habitat Program stationed in the Natural Resource Building close to the State Capitol in Olympia, WA. This is a permanent full-time, Fish and Wildlife Biologist 2, working closely with the Protection Division staff, and under the direction of a Fish and Wildlife Biologist 4 reviewing and evaluating Hydraulic Permit Approval (HPA) applications received by the Protection Division statewide.

DUTIES:

- Under the direction of the Fish and Wildlife Biologist 4, reviews and evaluates statewide applications and supplemental materials for HPA applications for statutory completeness.
- Accurately and timely processes, records, and organizes HPA application materials and fees and identifies the missing elements of a complete application.
- Responds to internal and external customer requests for data.
- Compiles, evaluates, and reports analysis of application and permit data.
- Distributes completed and issued HPA to applicants, agency staff, and the public.

- Interacts with citizens and landowners, tribal biologists, and local, state, and federal government.

QUALIFICATIONS:

A Bachelor's Degree in fisheries or wildlife science, natural resource management, or a closely related field.

The successful candidate will possess the following qualifications:

- One year of professional experience working as a fish or wildlife biologist or in a closely related field.
- Must have or be willing to obtain a valid Washington State Driver's License
- Experience and working proficiency using Microsoft Office software.
- Demonstrated organizational and time management skills to effectively prioritize workload and maximize efficiency.
- Knowledge of fish and wildlife habitat and life history needs and requirements and understanding of potential impacts of construction projects on aquatic and riparian habitat.
- Ability to become functionally proficient in using new software and new database systems.
- Ability to become functionally proficient in the requirements of the State Environmental Policy Act.
- Ability to maintain good working relationships particularly when working with a diverse team of coworkers. Ability to interact with others in a positive manner.
- Ability to use critical thinking in compiling and analyzing, and summarizing data.
- Willingness and ability to perform routine and repetitive work.
- Ability to produce timely and accurate work products.

Preferred Qualifications

- Knowledge of hydraulic project construction and fish life protection techniques.
- Experience reviewing and interpreting construction drawings and plans.
- Fundamental knowledge and understanding of HPA program, including statutes, rules, and policy guidance.
- Excellent written and verbal communication skills.

SUPPLEMENTAL INFORMATION:

Working Conditions

The typical work duties will be mostly indoors in a busy office environment. Standard business hours are Monday through Friday from 8:00 am to 5:00 pm. Most tasks will involve sitting at a desk and working on a computer. The department will consider a flexible work schedule at incumbent's request; however, this will be the subject of the supervisor's approval and must meet business needs of the program and the division. Some travel may be required to meet with regional staff, attend training, or conduct other business.

Union

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish & Wildlife, and the Washington Association of Fish and Wildlife Professionals (WAFWP). As a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

To apply for this position you MUST complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

A cover letter describing how you meet the qualifications of this position (generic cover letter will not be accepted)

A current resume (please make it succinct)

Three professional references (personal references do not count as professional)

Please note: Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the

status of your application at any time by visiting your online profile at www.careers.wa.gov. Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

FISH AND WILDLIFE BIOLOGIST 2 *09166H Supplemental Questionnaire

- * 1. What best describes your level of education.
 - Associates degree
 - Bachelor's degree
 - Masters degree or higher
 - None of the above
 - * 2. What is your major area of study? If multiple degrees, please list each degree and major.
 - * 3. Please describe your experience working with Microsoft Office products. Please include the number of years and proficiency at using Microsoft and/ or other similar software products.
 - * 4. Please, describe your experience managing multiple and complex tasks while meeting deadlines.
 - * 5. Please, describe your experience and knowledge of hydraulic projects in or around streams, wetlands, or other water bodies and their effects on aquatic habitats and fish life.
 - * 6. Do you have a valid Washington State, or other state, driver's license? (If selected for an Interview, you may be asked to furnish your license and driving record.)
 - Yes No
 - * 7. Have you been convicted of a misdemeanor or felony within the past ten (10) years? (Conviction of a misdemeanor or felony does not necessarily bar you from employment.)
 - Yes No
 - * 8. Please verify that you have included the following information in your online application: 1) A chronological resume OR a completed online profile that includes education and employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Detailed responses to all supplemental questions. 4) Three professional references.
 - Yes No
- * Required Question