

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 3 \*00233W

**SALARY:** \$3,631.00 - \$4,770.00 Monthly

**OPENING DATE:** 01/08/14

**CLOSING DATE:** 01/20/14 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](http://www.wdfw.wa.gov).

### FISH & WILDLIFE BIOLOGIST 3 (Permanent)

The Department of Fish and Wildlife is recruiting to fill one full time, permanent, Fish & Wildlife Biologist 3 position located in the Wildlife Program, Region 6. The duty station for this position is the Olympia Area, tentatively the Natural Resources Building, Thurston County, and then eventually assigned to Scatter Creek.

Reporting to the Regional Program Manager, this position provides oversight, management and direction for the South Puget Sound and North Olympic Wildlife Areas. The position assesses, designs, and implements habitat, species, and recreation projects on the wildlife areas and is the primary internal and external liaison for related issues. The incumbent develops and implements Wildlife Area management plans, and supervises appropriate staff. The incumbent will develop and maintain a Citizen's Advisory Group, manage facilities and real estate properties, manage budgets and contracts. Supervises and recommends hiring of staff. May conduct biological surveys on wildlife area or provide other technical assistance to program staff.

### DUTIES:

- Implements wildlife area plan activities, including habitat and recreation management. Plans, coordinates and monitors habitats/enhancement projects on wildlife area to benefit fish and wildlife.
- Works with other WDFW staff and agencies, non-governmental organizations and the public to develop

and implement habitat management and public access projects on wildlife area lands. Provides information to public, either written or via presentation, regarding wildlife species, habitat enhancement and management, and recreational opportunities.

- Writes and updates wildlife area plans that guide habitat, wildlife, and recreation management; coordinates a citizen's advisory group for wildlife area, and develops staff work plans based on the wildlife area plan.
- Financial: Develops wildlife area spending plans; and manages and monitors budgets. Develops capital improvement projects (e.g., fencing, water controls structures, and facilities) on the wildlife area.
- Develops funding and grant proposals for habitat acquisition, enhancement, and management. Prepares project/grant reports.
- Maintains existing capital facilities and project equipment on wildlife area.
- Analyzes and ensures safety of facilities on wildlife area.
- Recruits and coordinates hiring of staff. Trains, mentors, direct, and evaluate staff performance.

**QUALIFICATIONS:**

A Bachelor's degree in wildlife management, natural resource science, or environmental science

AND

Three years of professional experience in wildlife management or wildlife research, or habitat management or habitat research. Twelve semesters or eighteen-quarter hours of specific course work is required for certain positions.

OR

A Master's degree in the applicable science will substitute one year of the required experience. A Ph.D. in the applicable science may be substituted for two years of the required experience.

OR

Two years as a Fish & Wildlife Biologist 2.

Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.

**\*College course work involving major study in biology, zoology, fisheries, chemistry, natural sciences, or closely allied field will substitute, year for year, for experience, provided course work includes at least six semester or nine quarter hours of natural science classes.**

Must possess:

- A valid Washington State (or other state) Driver's License;
- First Aid Training certification;
- CDL endorsement would be beneficial;
- Must possess, or acquire after hiring, a valid Pesticide Applicators License;
- Must possess, or acquire after hiring, a Blue Card or Red Card Certification.

**Preferred/Desired Education, Training, Skills and Abilities/Competencies:**

Knowledge of:

- Wildlife Area plan development and implementation.
- Habitat management activities.
- Western Washington prairie and estuarine habitats.
- Personal computer software and hardware (MS/Office), ARC GIS operations are beneficial.
- Wildlife and habitat survey techniques.
- Safety procedures.
- Federal, state, and local rules and regulations concerning wildlife management
- Working knowledge of fish and wildlife habitat requirements, including specific knowledge of western Washington prairie and coastal estuarine habitats.
- Demonstrated ability to coordinate and manage activities, projects, and employee workloads.
- Demonstrated ability to work independently and as a team member, follow prescribed protocols and procedures, and use critical thinking in collecting, recording, compiling, and summarizing data.

Ability to:

- Identify wildlife and plant species, especially in western Washington prairie and estuarine habitats.
- Coordinate and organize activities.
- Manage projects and workloads - organize and prioritize work for self and others. Develop effective objectives, timelines and action plans.

Operate computers and use a full complement of software including Microsoft Office (Word, Excel, Powerpoint), e-mail and calendar clients. Ability to operate ARC GIS software is desirable.

- Communicate effectively in writing and orally.
- Provide training, constructive correction, redirection and discipline of staff when needed.
- Knowledge of safety procedures.
- Work independently and as a team member, follow prescribed protocols and procedures, and use critical thinking in collecting, recording, compiling, and summarizing data.

Behavioral Competencies:

Creative and innovative thinking. Communication effectiveness. Organizational and political awareness. Adaptability and flexibility. Accountability. Performance leadership. Ethics and integrity.

The successful candidate must be willing and able to:

- Work in the field in all weather conditions, walk streams and over rugged terrain up to 50% of the time. Ability to work in inclement weather over difficult terrain, including slippery rocks, steep banks, and sticky mud.
- Ability to walk, bend, stoop, while at times carrying up to 40 pounds.
- Ability to load and transport machinery, equipment, and gear.
- Ability and knowledge to work safely and efficiently around agricultural equipment, ATVs, and hand tools (e.g. shovels, box cutters).
- Ability to use critical thinking in collecting, recording, compiling, and summarizing data.
- Ability to follow oral and written directions.
- Ability to visually discriminate when identifying and distinguishing biological and physical features.
- Ability to complete required administrative paperwork in an accurate and timely manner.
- Ability to work independently and as a team member.
- Willingness and ability to perform routine and repetitive work.
- Willingness and ability to perform in a punctual and dependable manner.
- Willingness to accept supervision.
- Occasional work hours outside of the regular 8:00 am – 5:00 pm, Monday – Friday work hours including evenings and weekends, occasional early morning, evening, and weekend duties.
- Safely operate motor vehicles.

Key Competencies -- the best qualified applicants will demonstrate abilities in the following areas:

- **Facilitation and negotiation skills** – The ability to serve as both as a regulator and as a non-regulatory technical expert on regional fish and wildlife issues is required. Being tactful and sensitive when dealing with people with strongly held opposing viewpoints and when addressing "politically sensitive" matters are very important qualities for this position. Exemplary social and verbal communication skills are needed to ensure requests and actions are professional, objective, and not perceived by others as adversarial or unprofessional.
- **Written Communication** – Exceptional writing skills are a requirement. Writing (letters, memos and email) should be organized, clear and concise, use principles of "plain talk", and be effective, yet tactful. Writing should be professionally written with the understanding that they are public records and as such may be read by others than the intended recipient(s).
- **Working with WDFW Management** – This position must ensure to keep management timely apprised of controversial issues in the region, especially politically sensitive matters, and consult with supervisor and management prior to acting on particularly sensitive or controversial matters or representing the Department on such matters so that WDFW management can participate in deciding positions or actions to be taken.
- **Creative and innovative thinking:** Develop innovative ideas that provide solutions to all types of workplace challenges.
- **Communication effectiveness:** Convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.
- **Organizational and political awareness:** Use knowledge and understanding of the organizational and political climate to make decisions and take actions that satisfy diverse interests and contribute effectively to organizational goals.
- **Adaptability and flexibility:** Adapt easily to changing business needs, conditions and work responsibilities. Adapt approach, goals and methods to achieve successful solutions and results in dynamic situations.
- **Accountability:** Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight.

- **Performance leadership:** Create and nurture a performance-based culture that supports efforts to accomplish the organizational mission and goals.
- **Ethics and integrity:** Earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. General knowledge of Pacific Northwest fish and wildlife, their habitats and life histories; Species identification

## **SUPPLEMENTAL INFORMATION:**

### **Working Conditions:**

- This position works in an office setting that includes reading, writing, phone, and computer use and may include travel for field duties. Typical hours are 8 to 5 M-F, although duties occasionally require work in excess of 40 hours. These hours are flexible to accommodate seasonal workload or additional duties as assigned by the Regional Program Manager for work performed outdoors.
- Must have the ability to operate a vehicle and hold a valid driver's license. Fieldwork also requires knowledge of the operation of a GPS, clinometer, and digital camera. Must be able to load and transport equipment and gear, and operate a variety of equipment, including ATVs and tractors.
- Physical, environmental, or mental demands of key work: Must be able to drive a vehicle to conduct field review of project sites. Physical capacity to work in remote forested and aquatic environments, conducting fish surveys and other related tasks. These activities can consist of 8 to 10 hour days, for several days in a row.
- Health, Safety or Administrative Requirements: Capable of walking over rough terrain for short distances ( $\leq 1$  mile) regularly or occasionally over long distances (several miles). Must be able to walk over difficult terrain, lift and carry at least 40 pounds short distances.
- Willingness: Willingness and ability to work extended hours as necessary to complete assignments. May include extended travel and evening or overnight trips.
- Interests: An interest in fish and wildlife resource management and working with others in a collaborative and regulatory environment to influence sound resource management.

### **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.

### **How to Apply:**

To apply for this position you MUST complete your profile at [www.careers.wa.gov](http://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)

**Applicants chosen to be interviewed will be required to complete an assignment and return to the interviewer prior to their scheduled interview. The assignment and instructions will be provided to you at the time your interview is scheduled.**

**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](http://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.

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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 3 \*00233W Supplemental Questionnaire

- \* 1. What best describes your level of education:
  - Associates degree
  - Bachelor's degree
  - Master's degree
  - Ph.D.
  - None of the above
- \* 2. What is your major area of study? If multiple degrees, please list each degree and major.
- \* 3. Have you supervised more than five employees for 4 to 5 years?
  - Yes     No
- \* 4. Please describe your experience working as a part of a multidisciplinary group including any experiences you may have had working with such a group to reach consensus on contentious issues.
- 5. Please describe your experience participating in a collaborative effort to develop and implement habitat management and public access projects on wildlife area lands or some other similar project.
- \* 6. Please describe your experience coordinating multiple reviews and comments on complex project proposals including providing written responses to project proponents.
- \* 7. Please describe your experience managing multiple, deadline-driven tasks.
- \* 8. Please describe your experience negotiating agreements associated with wildlife or habitat restoration projects or some other type of complex project.
- \* 9. Please describe your experience developing funding and grant proposals for habitat acquisition, enhancement, and management.
- \* 10. Are you willing and able to work in all weather conditions, including snow and extreme heat, and over difficult terrain including slippery rocks, steep banks, and mud?
  - Yes     No
- \* 11. Are you willing and able to work hours outside of the regular 8:00 am – 5:00 pm, Monday – Friday work hours?

Yes  No

\* 12. Are you willing and able to work non-scheduled hours including evenings and weekends?

Yes  No

\* 13. Are you willing and able to travel up to 10% of the time including occasional multiple days, out of state and overnight trips?

Yes  No

\* 14. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years? (Answering yes will not automatically disqualify you from competing for the position.)

Yes  No

\* 15. 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

\* 16. 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