

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

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Working for Washington State

COMMUNITY OUTREACH & ENVIRONMENTAL EDUCATION SPECIALIST 4 *03269W

SALARY: \$3,819.00 - \$5,010.00 Monthly

OPENING DATE: 04/03/14

CLOSING DATE: 04/24/14 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.

Community Outreach and Environmental Education Specialist 4 (Permanent)

The Department of Fish and Wildlife is recruiting to fill one full time, permanent, Community Outreach and Environmental Education Specialist 4 position located in the Wildlife Program, Diversity Division. The duty station is Natural Resources Building, Olympia, Thurston County.

The position reports directly to the Natural Resources Scientist, Conservation Assessment Section Manager in Olympia. This position provides statewide biological and technical support for identifying and implementing citizen science applications to assist species and project assessment, coordinating outreach and public awareness of species status needs, and performing species status reviews. Included in these duties is direct responsibility to maintain Wildlife Diversity Division interests in the WildWatch Camera program within WDFW.

The WDFW Wildlife Program strives to build participation and partnership with the public and other state/federal/tribal agencies for a better understanding of benefits wildlife brings to Washington State.

DUTIES:

- Provide oversight, guidance, structure, communication media, and outreach processes to design, integrate, implement, and evaluate Citizen Science projects for obtaining resource information relevant to understanding statewide biodiversity distribution and status.
- Organize, train, and support citizen science teams composed of volunteers, natural resource managers, teachers, researchers, and others to rigorously collect and evaluate biological and technical data for species and habitats of priority interest to the agency and Division.
- Integrate public wildlife viewing/detection skills with communication device applications to compile and manage data used for status reviews.
- Coordinate and evaluate the work of project staff and cooperators to contribute to status assessment and project prioritization.
- Provide leadership in surveying human social and demographic attributes as related to conservation assessment and resource planning.
- Organize and conduct public forums (intergovernmental, conservation organizations, schools) to promote public engagement in citizen science opportunities and enhance awareness of Diversity Division conservation endeavors.
- Perform as a team member in seeking information and compiling, writing, and illustrating resource (species, ecological systems) status reviews and assessments that feed relevant information into WDFW resource management decisions that meet public interests in species conservation.
- Conduct technical literature reviews, maintain paper and electronic file records, compose written accounts, and interact with team members to prepare status information to inform and educate public interests about periodic status of at-risk and other wildlife resources.
- Assist development and maintenance of a conservation prioritization process and design information media to promote public and community understanding of the process.
- Design and oversee WildWatchCam systems that collect status information, outreach to public constituencies, and provide a mechanism to communicate Diversity Division conservation messages to interested publics
- Work with WDFW staff and other cooperators to provide a sustainable system of wildlife camera systems that have clear purposes, are mechanically reliable, provide biological utility to WDFW, and provide education and esthetic values to constituents.
- Play a lead role in designing and implementing evaluations and assessments of the effectiveness of conservation projects, including public involvement, recovery objective implementation, habitat manipulations, and survey processes.
- Work with Division managers to identify and assess priority actions to provide adaptive management information for project revisions at least biennially.
- Prepare community information materials to convey understanding to WDFW public constituencies statewide.
- Provide preliminary recommendations regarding information and review process adjustments.
- Conduct special information development and dissemination activities; support agency objectives as described in planning documents, assist with orderly annual/biennial work planning for the Division, and attract public and financial support for Division activities.

QUALIFICATIONS:

Required

- Excellent organizational skills and attention to detail.
- Experience working independently and interacting with the public and agency volunteers without direct supervision.
- Ability to manage and prioritize work load using good time management skills
- Ability to be responsive to high internal and external demands for coordination and communication, and to deliver work products.
- Ability to positively and constructively solve complex issues and concerns.
- Ability to handle public complaints in a positive manner.
- Work effectively in a team setting and also provide leadership.
- Demonstrated ability to communicate effectively with a wide variety of audiences in both written and spoken word.

Desired

- Bachelor's degree in a discipline focused on wildlife biology, natural resources, zoology, conservation

communication, or similar degree programs emphasizing natural resources assessment, communicating natural resource values, and engaging people in structured evaluation of conservation and management needs for wildlife. Knowledge and skills to lead in organizing people and processes is essential.

- Ability to work cooperatively with agency professionals and community leaders; ability to develop and write effective responses to grant and funding opportunities; demonstrated report and presentation preparation skills; meeting organization and facilitation skills; collaborative working style for developing and maintaining partnerships.
- Familiarity with electronic networks and social media applications used in collecting, compiling, and reporting natural history information (e.g., eBird, Avian Knowledge Network, iNaturalist) is a valued characteristic.
- Ability to develop and prepare materials in an MSOffice software environment is important. Familiarity with basic GIS processes and creation of spatial products from standard software and provided data sets is highly desirable.
- Familiarity with wildlife outreach and media processes for disseminating conservation messages is valued.
- Four years of professional experience involving environmental analysis or control, environmental planning, environmental education, community outreach, or communications activities; or equivalent education/experience applicable to a natural resources work environment.

SUPPLEMENTAL INFORMATION: WORKING CONDITIONS

The successful candidate must be willing and able to:

- Work is performed primarily indoors in an office environment. Outdoor site assessments and outreach endeavors are a supporting but lesser portion of the work. Exposure to hazards is limited to those found in government office environments and during use of government vehicles
- Standard business hours are Mon-Fri during 8 a.m. to 5 p.m., but the incumbent will be expected to adjust the work schedule to meet business needs. Some flexible work scheduling will be considered at incumbent's request and supervisory approval.
- Some travel is expected and may be seasonally frequent and required. Travel is typically local or regional for field work and customer contacts.
- Duties require use of standard computer equipment, associated hardware-software, and wildlife observation tools. Also included is awareness of specialized cameras and electronic surveillance devices (e.g., video equipment, communication transmission systems, and power supplies).
- Work involves a substantial amount of interaction with people representing a wide array of views about WDFW operations; discrete and thoughtful awareness of surroundings is routinely needed.

UNION

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife, and the Washington Association of Fish and Wildlife Professionals (WAFWP). As a condition of employment you must either join the Washington Association of Fish and Wildlife Professionals and pay union dues, or pay the union a representation 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 and attach the following to your profile before completing the on-line application:

- A cover letter describing how you meet each of the desired qualifications above (a generic cover letter will not be accepted)
- A current resume (please make it succinct)
- Three professional references (personal references to 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.

COMMUNITY OUTREACH & ENVIRONMENTAL EDUCATION SPECIALIST 4 *03269W Supplemental Questionnaire

- * 1. What best describes the level of education you have successfully completed:
 - High school diploma or GED
 - Associate degree
 - Bachelor's degree
 - Master's 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. Are you able to independently use a computer to enter data, send and receive e-mail, and search for information using the Internet and other programs?
 - Yes No
- * 4. Are you able and comfortable working with professional natural resource staff and volunteers?
 - Yes No
- * 5. Are you able and willing to travel?
- * 6. Are you willing and able to work outside normal business hours including Saturdays, Sundays, and varied hours?
 - Yes No
- * 7. Select which Microsoft applications you have a working knowledge in (select all that apply).
 - Outlook
 - Word
 - Access
 - Power Point
 - None
- * 8. Indicate which GIS environments you have worked with (select any that apply):
 - GoogleEarth
 - Maptitude
 -

- ThinkGeo
- QGIS
- ArcGIS (ESRI family of applications)
- Any others

- * 9. Which of the following best describes your experience in managing volunteers?
 - No experience
 - 1-6 months of this experience
 - 7-11 months of this experience
 - At least 12 months of this experience
 - At least 24 months of this experience
- * 10. Which of the following best describes your experience helping develop volunteer training programs?
 - No experience
 - 1-6 months of this experience
 - 7-11 months of this experience
 - At least 12 months of this experience
 - At least 24 months of this experience
- * 11. Which of the following best describes your organizational skills in prioritizing when scheduling your work time?
 - Willing (Little or no experience or training regarding this competency, but interested and willing to learn)
 - Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the workplace)
 - Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)
 - Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)
- * 12. Which of the following best describes your ability to solve complex issues and to handle public complaints and concerns in a positive manner?
 - Willing (Little or no experience or training regarding this competency, but interested and willing to learn)
 - Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the workplace)
 - Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)
 - Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)
- * 13. Which of the following best describes your ability to communicate effectively with a wide variety of audiences in both written and spoken word?
 - Willing (Little or no experience or training regarding this competency, but interested and willing to learn)
 - Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the workplace)
 - Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)
 - Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)
- * 14. Do you have experience with and are you knowledgeable about hunting, fishing, and other outdoor recreational activities? (Check all that apply)
 - Hunting

- Fishing
- Non-consumptive outdoor recreation (e.g. bird watching, botanizing, hiking, etc.)
- * 15. Which of the following best describes your ability to follow policies and procedures when resolving disciplinary and accountability issues with volunteers?
 - Willing (Little or no experience or training regarding this competency, but interested and willing to learn.
 - Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the workplace.
 - Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)
 - Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)
- * 16. Do you possess 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
- * 17. Have you been convicted of a misdemeanor or felony within the last (10) years? (Answering yes will not automatically bar you from employment)
 - Yes No
- * 18. 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