

STATEWIDE RESEARCH COORDINATOR - POSITION #229198

This full-time **unclassified** position is located in the Fisheries and Wildlife Division of the Emporia Research & Survey Office, and is supervised by Rich Schultheis, Wildlife Division Assistant Director.

The incumbent will serve as the principal coordinator responsible for the statewide oversight of prairie chickens and turkeys in the small game program. This includes coordinating the design, delivery, analysis, reporting, and dissemination of population monitoring surveys, harvest and hunter activity surveys and stakeholder surveys as needed for small game species. They will also; assist in the development of strategies, permitting, and policies to address management needs, including efforts to enhance (i.e. habitat management) and control (nuisance and/or animal damage issues) the species as needed, coordinate and develop the orderly formulation and review of proposed regulations, policies, management plans and guidelines upon which the department will administer activities dealing with optimal harvest and other uses for the appropriate management of the state's wildlife resources, particularly as they relate to small game species, identify, develop, facilitate, coordinate and conduct appropriate research projects conducted internally and via contractual work with appropriate researchers that may require grant development and management, represent the agency and its programs at appropriate technical and non-technical meetings and committees both in-state and out-of-state; serve as a point-of-contact for technical information regarding small game, for both agency personnel and the public through routine email, phone calls and office visits, maintain communication with appropriate non-government constituency/conservation groups and organizations, and coordinate, facilitate, and provide input as needed to both department and external habitat initiatives and programs that are relevant to small game.

BENEFITS: Beginning hourly wage, \$33.69; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Bachelor's degree in environmental, agricultural or natural sciences/resources required **AND** one year of experience in a field of environmental sciences/agricultural sciences or natural sciences/resources. Master's degree in wildlife biology/management, biological, environmental or other natural resource science is strongly preferred. Other degrees or additional work experience may be substituted for education requirements at agency discretion. The successful candidate must pass a background check and possess and maintain a valid driver's license.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.

- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.**

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – May 10, 2024

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.