

ASSISTANT SECRETARY FOR OPERATIONS – Position #K0124496

If you're looking for a rewarding career, working alongside dedicated colleagues who share your conservation values and love of outdoor recreation, you'll feel right at home with the Kansas Department of Wildlife and Parks (KDWP). As a member of the KDWP team, you'll work together to conserve Kansas wildlife and its habitats, while also ensuring our citizens enjoy and appreciate the state's diverse natural resources. KDWP offers competitive pay; paid sick, vacation, maternity and paternity leave; and first day health insurance and retirement benefits.

We welcome diversity because a diverse workforce makes us stronger. Please take a moment to read the job announcement below and consider the possibilities.

This **unclassified**, full-time position will be located in the Pratt Operations Office, Pratt, Kansas, and is directly supervised by Brad Loveless, Secretary of Kansas Department of Wildlife and Parks.

This position is responsible for supervising and coordinating activities and staff of the following divisions and sections within the Operations branch of the agency: Wildlife Division, Fisheries Division, Public Lands Division, Education Section, Licensing Section, and Ecological Services Section. The incumbent will be required to interact and collaborate with other KDWP top level managers, and also coordinates with administrative staff and legal counsel for the development and implementation of Kansas Regulations, agency policy, and federal and state laws. This individual serves as the agency representative for local government, state, federal, national and international committees and nongovernmental and private organizations (AFWA, MAFWA, WAFWA, WGA), continuously pursuing opportunities for partnerships that serve to benefit natural resources and further the agency's mission. The incumbent coordinates within the agency to maintain fiscal oversight of funding provided through federal grants and programs (Pittman Robertson, Dingle Johnson, State Wildlife Grants) and state funds, license fee funds, and other funding sources available to the agency. This includes grant development, reporting mechanisms, resolution of audit issues, and agency compliance with executive office directives and federal and state laws, policies, and procedures, as necessary. The incumbent assists on compliance with federal assistance CFRs including Kansas' ascent legislation designed to prevent diversion of Wildlife Fee Funds and oversees all aspects of the branch's business processes including budgeting, revenue and expenditure evaluations, and priorities for funding and reductions, when necessary. In the absence of the Secretary, the Assistant Secretary will be responsible for day to day affairs of the agency and will be required to present and interact with the Commission, the public, and legislature.

BENEFITS: Annual salary range, \$86,000 - \$93,000; 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 wildlife, fisheries or natural resource field of study with a minimum of 5 years of applicable experience **OR** 15 years of applicable experience without the applicable degree field. The Assistant Secretary for Operations should have a demonstrated ability to work closely with the scientific community in building a defensible scientific basis for resource management. Should also have a working understanding of scientific analyses and quantitative methods used to study fish and wildlife population dynamics, as well as the health and productivity of habitats. Experience and record of supervising a large number of employees (approx. 108) and resolving personnel conflicts. 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 Secretary and Human Resource Director 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. A second interview may be required.

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 – June 13, 2022

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. Women and minorities are encouraged to apply.

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.