



STATE OF WYOMING
invites applications for the position of:

EXMT02-13150-Chief of Planning and Special Projects-Cheyenne

SALARY: \$6,901.14 - \$8,893.23 Monthly

LOCATION: Cheyenne

OPENING DATE: 09/04/20

CLOSING DATE: Continuous

DESCRIPTION AND FUNCTIONS:



Open Until Filled

GENERAL DESCRIPTION:

The Wyoming Game and Fish Department is seeking a Chief of Planning and Special Projects located in Cheyenne, WY. This position will have direct oversight and responsibility over high priority projects issued from the Commission, the Director's Office, the senior leadership team, and/or as a result of legislative actions. As part of this oversight, they will assign critical tasks across multiple divisions and provide guidance and direction to ensure project outcomes are met according to the agency's mission and priorities. Successful project completion will require this position to coordinate with Division Chiefs, other agency personnel, other state and federal agencies, and non-governmental organizations as needed. This position will also be required to directly lead or oversee internal teams and committees to provide continuity and direction on achieving department goals and will be involved in developing the agency's strategic plan. This position is also responsible for the consistent administration of Commission policies across the agency and provides support to the Director's Office and Staff regarding these policies. This position acts as the agency's custodian of public records requests and directs the administrative process of fulfilling those requests in accordance with State statute and Commission regulation. This position will serve on the agency's senior leadership team.

Human Resource Contact: [Laura Curtis](#) 307-777-4507

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Guiding the work by division administrators and other employees to complete high priority assignments from the Governor's Office, Game and Fish Commission, and the Director's Office.

- Oversight of the agency's work on large-scale habitat restoration and capital construction projects.
- Leading and guiding the work of employees throughout the agency on all public records requests. This work will require close coordination with the Attorney General's Office to administer the process in accordance with statute and Commission regulation.
- Leading and participating on internal teams working on high priority projects and planning efforts.
- Actively participating on the Agency's senior leadership team.
- Preparing written and oral testimony on wildlife management policy for presentation to Congress, the Wyoming Legislature, Governor's Office, and Game and Fish Commission.
- Providing oversight to ensure consistent application and compliance with Game and Fish Commission policies and internal directives; guide development and approval of new policies and directives.

QUALIFICATIONS:

PREFERENCES/ **AGENCY REQUIREMENTS:

Preference will be given to individuals with work experience in fish and wildlife management. Preference will be given to individuals with experience in team leadership, project management, and natural resource policy work. Preference will be given to individuals with experience working in wildlife management.

**Bachelor's degree PLUS 5 years of professional work experience in business or public administration.

KNOWLEDGE:

- Skill in organizational leadership
- Skill in advanced problem solving of complex issues
- Ability to work as a team and promote highly functioning teams
- Skill in effective communication across varied groups and individuals
- Ability to interpret and develop statutes and regulations
- Knowledge of Agency policies, processes, sections, and strategy
- Knowledge and wide breadth of understanding of wildlife conservation
- Skill in maintaining organization
- Knowledge in budget management and contract administration

MINIMUM QUALIFICATIONS:

None - See "Preferences"

NECESSARY SPECIAL REQUIREMENTS:

PHYSICAL WORKING CONDITIONS:

- Primarily office setting, with in-state and occasional out-of-state travel.

NOTES:

- FLSA: Exempt
- This is an AT-WILL position, which serves under the direction of the Director.
- The salary is negotiable and depending on credentials may even span outside the posted pay range.
- Successful applicants for employment must pass a background check prior to appointment.
- Must apply using the State of Wyoming online application system to be considered.
- Submit a letter of interest (limit 1 page) and leadership philosophy (limit 1 page) to John Kennedy, Deputy Director, Wyoming Game and Fish Department, 5400 Bishop Boulevard, Cheyenne, WY 82006.

SUPPLEMENTAL INFORMATION:

040-Wyoming Game and Fish - Director's Office

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

Class Code #EXMT02
Job # 13150
EXMT02-13150-CHIEF OF PLANNING AND SPECIAL PROJECTS-CHEYENNE
LC

See Human Resource Contact Information in the General Description Section Statewide, WY 82002

Fax: (307) 777-6562

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

EXMT02-13150-Chief of Planning and Special Projects-Cheyenne Supplemental Questionnaire

- * 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3) months? (Transcripts may be required.)
- High School Diploma/GED/or Equivalent
 - Some college Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above

- * 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3) months? (Transcripts may be required.)
- 45+ Quarter hours/30+ Semester hours
 - 90+ Quarter hours/60+ Semester hours
 - 136+ Quarter hours/91+ Semester hours
 - 180+ Quarter hours/120+ Semester hours
 - 225+ Quarter hours/150+ Semester hours
 - N/A
3. (AA) Describe your relevant experience below.
- * 4. Do you have at least a Bachelor's degree PLUS 5 years of professional work experience in business or public administration?
- Yes
 - No
5. Do you have experience working in wildlife management? Describe below.
6. Do you have experience in team leadership, project management and natural resource policy work? Describe below.
7. Do you have work experience in fish and wildlife management? Describe below.
- * 8. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.
- Yes
 - No
 - I am not a veteran
9. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans' preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.
- Current State Employee
 - Veteran - DD214 Attached
 - Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached
 - Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached
 - None of the above
- * 10. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at <https://www.uscis.gov/e-verify>. I have read and understand the above statement.
- Yes
 - No

* Required Question