

WILDLIFE REGIONAL SUPERVISOR - Position #K0230309

This full-time, unclassified position is located within the Wildlife Division, Wichita Regional Office/Great Plains Nature Center or the Chanute District Office and is directly supervised by Wes Sowards, Wildlife Division Assistant Director.

The incumbent provides direct supervision, coordination and management of employees of the Wildlife Division across Southeast Kansas, having overall responsibility for these functions within Region 3; holds regular staff meetings to discuss problems, needs, techniques, and methods to improve operations; assures that equipment and manpower are effectively and efficiently used; implements policies of the division and the Department; cooperates and coordinates with regional counterparts and statewide program coordinators, cooperatively arranging employee schedules, equipment usage and office personnel to maximize agency effectiveness and assures that regional staff work closely and cooperatively with other divisions and regions; actively participates in the recruitment of new staff within guidance for the division and department; assures full compliance with equal opportunity objectives of the Department in all hiring and supervision; personally develops and maintains communication with numerous governmental agencies at the local, state and federal level and with the public with special focus on constituent groups representing fish and wildlife interests; administers planning, budgets, purchasing, contracts and other business matters of the division as assigned; assures compliance of all staff under supervision with state rules and regulations and departmental guidance related to all business matters of the Department; provides continuing training for all employees under supervision; serves as a key component of the Division's Executive Committee by participating in a wide variety of division meetings, providing staff assistance to the Wildlife Division Assistant Director, and assisting with other administrative functions as assigned; works closely with the Information and Education staff to implement education, media relations and internal communication functions; directs regional Wildlife Division personnel in private lands program delivery efforts, including state and federal grants and cost share programs; and coordinates activities with regional counterparts.

BENEFITS: Beginning salary, \$70,078.20 - \$73,582.11; 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 resources and two years of experience in a field of environmental sciences/agricultural sciences or natural resources. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency. Candidates who possess more than two years of experience and/or a master's degree in the environmental, agricultural, or natural resource field in addition to the bachelor's degree will be given preference. The successful candidate must possess a valid driver's license and pass a background check.

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.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – February 14, 2025

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.