**OCCUPATION PROFILE**

**JOB FAMILY:** LIFE, PHYSICAL AND SOCIAL SCIENCE  
**OCCUPATIONAL GROUP:** LIFE AND PHYSICAL SCIENCE  
**OCCUPATION:** FISHERIES AND WILDLIFE BIOLOGISTS  
19-1023

**DESCRIPTION**

Position #: 77001014  

Career Service  

Class Title: Fish and Wildlife Biological Scientist IV  

Broadband Code: 19-1023-4  

Class Code: 5075  

Office/Section: Conservation Planning Services, Land Use Planning  

Location: Lake City, FL  

Supervisor: Jason Hight  

Biweekly Salary: $1,711.82 biweekly / $44,507.32 Annual  

Working hours: 8:00 a.m. – 5:00 p.m., 40+ hours/week  

List of any subordinates supervised: n/a  

Years Experience Desired: 3+  

Education: Bachelor's degree in a life or physical science  

Percent of Travel Required: 0-25%  

Description of Duties:
The Division of Habitat and Species Conservation’s Office of Conservation Planning Services, is seeking a fish and wildlife professional to provide technical assistance to stakeholders and partner agencies for land use planning activities. The position requires an understanding of fish and wildlife ecology and management needs, as well as a practical knowledge of native habitat management and recovery techniques suited to north central Florida landscapes. Candidates will be expected to demonstrate their proficiency in technical writing and the publication of maps using GIS software during the interview process. The ideal candidate will have mastered these knowledge, skills and abilities and has land management, species management, or habitat restoration experience.

This position serves as staff to the Land Use Planning (LUP) Program in the Division of Habitat and Species Conservation’s Office of Conservation Planning Services (CPS). CPS provides technical assistance to a wide array of private and public sector landowners and local, state, and federal governmental entities on conservation-related issues. The LUP Program coordinates collaborative consultations for large land use planning efforts, particularly those that anticipate going through a regulatory process (e.g. Siting Coordination projects, Developments of Regional Impact, County Comprehensive Plan amendments, Environmental Resource Permits, major watershed initiatives, etc) and have potential to impact fish and wildlife resources. This work involves close coordination and collaboration with other fish and wildlife professionals and stakeholders, both internal and external to the agency, biological data analysis, report-writing, and monitoring and evaluating work plan outcomes. This position is responsible for assisting with implementation of special initiatives related to conflict wildlife issues, imperiled species management related to regulated land and water use, and innovative techniques for private lands conservation. Responsibilities also include assisting the LUP Program Administrators with short- and long-term LUP planning and reporting; coordination of LUP operational activities and programs with other agency sections, divisions and offices and external stakeholders.

Responsible for timely and accurate processing and or approval, as appropriate, of vendor invoices and warrants for payment of goods received or services rendered to avoid automatic interest penalty payments to said vendors. Responsible for adhering to the provisions and requirements of Section 215.422, F.S., related to State Comptroller’s rules and Florida Fish and Wildlife Conservation Commission invoice processing and warrant distribution procedures. Responsibilities may include legislative interactions. Courteously assists Commission constituents to resolve questions or problems they may have in matters relating to the Commission, its programs or fish and wildlife conservation, generally. Seeks to garner public support for agency objectives and programs by serving Florida’s citizens in a positive and proactive manner.

Desired Minimum Requirements: Minimum of bachelor’s degree in biology, wildlife or fisheries management, zoology, environmental sciences or other closely related curriculum, Graduate Degree and two years of professional experience preferred. The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation. The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug Free Workplace Act.
Pursuant to Chapter 295, Florida Statutes, applicants eligible for Veterans’ Preference will receive preference in employment and are encouraged to apply. However, applicants claiming Veterans' Preference must attach supporting documentation with each application submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any others documentation as required by Rule 55A-7, Florida Administrative Code. All documentation is due by the closing date of the vacancy announcement. For information on the supporting documentation required, click here. Applicants may also fax their supporting documentation to People First at 1-888-403-2110. FWC is an Equal Opportunity/Affirmative Action/ADA Employer. If you require an accommodation to participate in the application / selection process, please contact the hiring authority n advance. The State Florida hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship and or authorization to work in the United States for the hiring authority to which applications is made. E-Verify will be used to confirm work authorization.

LICENSURE, CERTIFICATION OR REGISTRATION REQUIREMENTS
EFFECTIVE : 09/09/02

History: 07/01/02