FWC Job Announcement: FWRI #77907489, OPS Fish and Wildlife Technician (Harmful Algal Bloom, St. Petersburg)

Florida Fish & Wildlife Conservation Commission sent this bulletin at 07/05/2017 08:32 AM EDT

**OPS FISH/WILDLIFE TECHNICIAN - 77907489**

Date: Jul 3, 2017
Location: SAINT PETERSBURG, FL, US, 33701

Requisition No: 13996
Agency: Florida Fish and Wildlife Conservation Commission
Working Title: OPS FISH/WILDLIFE TECHNICIAN - 77907489
Position Number: 77907489
Salary: $15.00 per hour
Posting Closing Date: 07/17/2017

The Harmful Algal Bloom Program at the Florida Fish and Wildlife Conservation Commission- Fish and Wildlife Research Institute (FWC-FWRI) in St. Petersburg, FL is seeking an OPS Fish and Wildlife Technician to assist with administrative duties in a laboratory setting, and scientific writing and editing. To learn about some of the program activities, please visit: [http://myfwc.com/research/redtide/](http://myfwc.com/research/redtide/).

The ideal candidate will have a background in science, strong communication and organizational skills, and technical writing expertise. A working knowledge of basic database skills (e.g., data entry, data export), website layout and maintenance, and quantitative datasets (collection and/or analysis) is preferred. **An hourly rate of $15.00 is offered and health benefits are available if the applicant meets qualifications. Although this is a full-time position, applicants interested in working part-time are welcome to apply, and there is a possibility of teleworking 10-15% of the time.** Inquiries about this position may be sent to fwri.hab@gmail.com. Additional details are provided below.

The successful candidate's responsibilities include but are not limited to:
- Supporting the HAB monitoring program by preparing sampling kits, logging data into existing databases, and assisting with sample processing as needed
- Preparing, editing, and disseminating daily and weekly reports or summaries of lab/field data
- Researching, writing, editing, and coordinating scientific content for weekly, monthly, quarterly and annual publications including fact sheets, brochures, newsletters, websites and articles
- Updating web content (multiple times a week) and tracking associated analytics, in accordance with state guidelines
- Acting as a point of contact for facilitating and appropriately directing public information and media relations requests
- Working with research staff to coordinate HAB social media content (Flickr, Facebook) and promote products, outreach events, and projects
MINIMUM QUALIFICATIONS: Two years of post high school experience in wildlife, fisheries, environmental, ecological or related agriculture or construction. Vocational training or college, as described below, may substitute on a year-for-year basis for the required experience; or an associate of science degree from an accredited college in the field of wildlife, fisheries, environmental, ecological or agricultural studies and one year of wildlife, fisheries, environmental, ecological or related agricultural or construction experience; or an associate of arts or science degree from an accredited college and two years of wildlife, fisheries, environmental or related agricultural or construction experience; or sixty (60) semester hours at an accredited college or university which include 21 semester hours in wildlife, fisheries, environmental, ecological, biological, or agricultural studies may substitute for the required college.

KNOWLEDGE, SKILLS, and ABILITIES: The entry-level knowledge, skills and abilities (KSAs) needed to perform job duties are: A working knowledge of: basic scientific concepts; technical writing and editing; general database interaction; multimedia content development. Skills to: communicate effectively; coordinate and complete work assignments; support data collection/analysis in a scientific setting; prepare web content; and write technical reports. Ability to: work as part of a team of researchers to complete tasks timely and efficiently; establish and maintain effective working relationships with others; work independently; utilize problem-solving techniques; provide regular updates to supervisors; understand and apply applicable rules, regulations, policies and procedures.

REQUIRED QUALIFICATIONS: Strong verbal and written communication skills are essential. The candidate should also be a capable editor and have working knowledge of Adobe Acrobat and Microsoft Office (Excel, PowerPoint, Word). Writing and editing expertise will be assessed as part of the interview process.

PREFERRED CRITERIA: A bachelor's degree, preferable in natural sciences, communications, English, or education. Experience with scientific writing, scientific data collection or analysis, designing web content and/or websites, Adobe Creative Suite, media/scientific outreach, and/or databases (especially Microsoft Access), is desired. Training will be provided as needed.

Applicants should submit an application to People First by the closing date AND email a single PDF to fwri.hab@gmail.com consisting of: (1) a cover letter describing relevant experience and career goals (two-page limit); (2) a current CV or resume; and (3) names and contact information for three references. The anticipated start date for this position is on or before August 15, 2017.

WHAT IS OPS EMPLOYMENT? Other Personal Services (OPS) temporary employer/employee relationship used solely for accomplishing short term or intermittent tasks. OPS employees do not fill established positions and may not be assigned the duties of any vacant authorized position. OPS employees are at-will employees and are subject to actions such as pay changes, changes to work assignment and terminations at the pleasure of the agency head or designee.

WHAT BENEFITS ARE APPLICABLE TO OPS EMPLOYEES?
- State of Florida 401(a) FICA Alternative Plan - mandatory
- Workers' Compensation - mandatory
- Reemployment Assistance (Unemployment Compensation) - mandatory
- Participation in state group insurance (must meet eligibility requirements. Consult with People First or the servicing Human Resource Office for Details.)
- Deferred Compensation - voluntary *Employee Assistance Program – voluntary

WHAT BENEFITS ARE NOT APPLICABLE TO OPS EMPLOYEES?
- Any form of paid leave
- Paid holidays
Participation in the Florida Retirement System
Reinstatement rights or retention rights
The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). 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.

Nearest Major Market: Tampa

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