VACANCY ANNOUNCEMENT

Biologist I – Private Lands Section
North Dakota Game and Fish Department

Location: Dickinson and Williston, ND*
Salary Range: $3,976-$5,302/month hiring range; $3,976-$6,627 full range
**Closing Date: October 14, 2019

*2 positions are available - one located in Dickinson and one located in Williston.

**Closing date extended. Previous applicants do not need to reapply as they will be considered.

Minimum Qualifications:

Requires a minimum of a Bachelor of Science degree in wildlife management, biology/zoology, or a closely related natural resource science degree and two years of work experience with a natural resource entity.

The position requires experience in the following areas: federal and state private land conservation programs, wildlife habitat management and development, principles of wildlife biology, habitat relationships, production agriculture and private landowners.

The individual must be highly organized with well-developed communication skills, both oral and written, and must have the ability to work with farmers/ranchers and wildlife management professionals. Must have a good working knowledge of Microsoft Office products (Outlook, Word and Excel).

The applicant must possess or be able to obtain a valid class A North Dakota driver’s license. Must be able to lift at least 50 pounds and be willing to travel.

Requires successful completion of a background check.

Preferred Qualifications:

Preference will be given to individuals with:
- Experience using GIS, spreadsheets and databases
• Experience operating farm equipment, grass drills, trucks/trailers, ATVs and other equipment
• Experience conducting wildlife surveys and habitat assessments
• Experience with big game depredation
• Applicants who actively participate in hunting

Application Procedures:

1. Applicants must complete the online application. Applicants will be scored by their responses to the questionnaire questions – please do not say “See Resume” to any questions.
2. Applicants must also upload a Cover Letter describing how the applicant’s ability and experience relates to the Summary of Work.
3. Applicants must upload a current Resume that includes information to demonstrate how you meet the minimum qualifications as posted.
4. Applicants must attach a document listing at least 3 professional references.

Applicants should save their applications frequently to avoid any loss of information. The online application system will time you out after 40 minutes and you will lose any information that is not saved.

Applicants must submit all documents above. It is very important to be thorough and detailed on all your application materials. If the Department's human resource officer cannot determine that you meet the minimum qualifications or verify your answers to the questionnaire questions you will not be given credit.

Current State employees with access to PeopleSoft can access the job posting through the PeopleSoft Portal.

External applicants can access the job posting by going to the ND State Jobs Openings.

Applications must be completed by 11:59 pm on the posted closing date.

For information about the position or for persons needing accommodation or assistance in the application or interview process, contact Kim Kary, Chief Administrative Services Division at 701-328-6605.

For troubles or questions about applying on the online system, contact Melissa Long at 701-328-6318.

ND Relay Number 1-800-366-6888

The North Dakota Game & Fish Department makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or with an employee's ability to perform essential
duties of the job. It is the applicant's responsibility to make known any needs for accommodation.

**Summary of Work:**
Two positions are being filled in the Private Land Section of the Wildlife Division. The positions will be responsible for delivery, development, and implementation of the Private Land Open To Sportsmen (PLOTS) program within the Department's Private Land Initiative (PLI). The Dickinson position will have PLI responsibilities in Billings, Bowman, Golden Valley, Slope and Stark counties. The Williston position will have PLI responsibilities in Burke, Divide, McKenzie, Mountrail and Williams counties. Primary job duties will include developing and preparing PLI agreements, extensive discussions and negotiations with private landowners, coordination with federal and state agricultural and wildlife agencies, conservation entities, local wildlife clubs and other sportsman organizations, operating equipment for habitat management and development. Wildlife surveys, habitat assessments, and public information duties will also be assigned.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

**Equal Opportunity Employer**
The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

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**Melissa Long**  
*Accountant*

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