VACANCY ANNOUNCEMENT

Biologist II - Aquatic Nuisance Species Coordinator
North Dakota Game and Fish Department

Location: Jamestown, ND
Salary Range: $4,366-$4,750/month hiring range
Closing Date: December 1, 2019

Minimum Qualifications:

Requires a minimum of a Bachelor's degree in fish and/or wildlife management, biology/zoolgy, or closely related natural resource science degree and four years of professional work experience with a wildlife or natural resource management agency. A Master of Science degree in fisheries management, aquatic ecology, or closely related field can be substituted for the two years of actual work experience.

The position requires working knowledge of college level statistics, Microsoft office products (Excel, Word, Access, Outlook) and other relevant software, a thorough state, regional and national working knowledge of aquatic invasive species, and general tenants of fisheries management. Ability to communicate effectively, establish and maintain sound working relationships with individuals, groups and agencies, and ability to organize, implement and evaluate many diverse activities within the program.

Knowledge of and skill in applying a wide range of concepts, principles, and techniques of one or more of the biological sciences, such as general biology, entomology, botany, taxonomy, limnology, and zoology. Knowledge of population and monitoring methodology including design, laboratory and field techniques, and computer-based management for data collection.

Applicants need to possess strong interpersonal skills and a collaborative attitude. Ability to self-start and to work independently without close supervision.

Must have or be able to obtain a Class D North Dakota driver's license. Must be a proficient swimmer, be able to lift at least 50 pounds, work in adverse weather conditions, and be willing to travel throughout the state and attend evening/weekend events.

Requires satisfactory completion of a criminal background check.

Preferred Qualifications:
Preference will be given for:
- Aquatic Nuisance Species program management experience.
- Aquatic field sampling and lab experience.
- Experience with development of outreach materials and public outreach.
- Experience in computer databases, data analysis, and data interpretation.
- Supervisory experience.
- Active participation in fishing.

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 submit a current Resume that includes information to demonstrate how you meet the minimum qualifications as posted.
4. 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 11:59pm 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 of Administrative Services at 701-328-6605.

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

Summary of Work:

The individual will be located in our Jamestown district office and be responsible for implementation of the North Dakota Aquatic Nuisance Species Program. Duties include:
Implement the North Dakota Aquatic Nuisance Species Management Plan, including project development, sampling plans, preparation of reports, development of educational materials, and data entry. Purchase and maintain necessary field equipment. Plan and conduct biological sampling to monitor existing and detect new populations of ANS, including the collection of vegetation, fish, mollusks, and water samples. Analyze samples in a field or lab setting. Interpret and synthesize biological data, then provide management recommendations. Develop outreach materials and present information at professional and public meetings. Supervise ANS Biologist. Other duties as 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 and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act

Melissa Long
Accountant

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