



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: Senior Biologist	Grade: 16
Division: Wildlife	Job Code: 2919
Reports To: Regional / Research Supervisor	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES:

In addition to the duties of a wildlife biologist, the Senior Biologist will be responsible for new employee mentoring, assist in regional/program planning and implementation, additional specialized training, such as prescribed burning, environmental compliance, computer, and timber/range management, etc. Provide continuing training for other biologist/technicians, assist the supervisor in coordination of programs, such as volunteer labor, prison labor, youth activities, expanded constituency activities, hunters with disabilities research. Prepare budgets, reports, serve on assigned committees, and represent the Department at assigned meetings or hearings. Participate in planning, development, coordination and implementation of wildlife research and management projects. Assist in establishing project goals and participates in the development of Division objectives. May supervise other biologist and/or technicians.

JOB DUTIES

Participate in planning, development, coordination and implementation of wildlife research, management and production projects statewide; assist in establishing goals, objectives and cost estimates.

Coordinate implementation of outreach activities identified in Division planning documents, including liaison coordination with the Information and Education Division.

May be assigned as statewide team leader for various Division programs or activities including habitat enhancement, private land owner assistance, continuing education and training, program review and evaluation,

In addition to manuscript presentation and publication in professional and scientific journals, assist with review and critique of manuscripts submitted for professional publication by others.

Develop and coordinate the training opportunities for Division or region(s). May provide training assistance in specialized areas of need such as prescribed burning, development of experimental design, GIS/GPS, laboratory and data analysis and computer software application, purchasing, compliance / clearance, procedures and policy.

Coordinate with field offices to handle administrative information requests for reports, completion of surveys and questionnaires and reference materials as assigned.

Assist the Federal Aid Coordinator in gathering plans and estimates for grant renewal, preparing project statements and schedule of funded projects, performance and final reports.

May be assigned to represent the agency on various state or national committees, workgroups, planning teams with professional societies.

May be required to operate a field installation in the absence of direct supervision. May be required to perform other duties as assigned.

Must have the ability to:

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.

- Operate and use firearms, cutting torch, and welding equipment.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Ability to push / pull a minimum of 50 pounds to hook up trailers, load boats, and various other equipment.
- Walk and jog over rough terrain for extended periods of time.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, and stay overnight out of town.
- Handle wild animals in live and dead condition, including field dressing wild game.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Operate and use small and hand held equipment and supplies.
- Use personal computer and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day / night audio and visual surveys.

REQUIREMENTS:

EDUCATION:

Requires a Bachelor's degree or higher in Wildlife Management or closely related field from an accredited college or university.

EXPERIENCE:

Requires nine years wildlife related experience with a Bachelor's degree, or seven years wildlife related experience with a Master's degree. At least six years of the wildlife related experience must be as a wildlife biologist with the Oklahoma Department of Wildlife Conservation.

KNOWLEDGE AND SKILLS:

Knowledge of principles, practices and techniques of wildlife management. Understanding of basic farming operations and equipment use, and of basic supervision principles. Skill in exercising good judgment in analyzing situations and making decisions in collecting, evaluating and presenting information clearly and concisely, both orally and in writing, in working professionally and courteously with the public and other agencies, in working effectively under a variety of adverse physical conditions. Must have the ability to accurately observe, record and analyze scientific data using commonly accepted scientific and statistically reliable techniques. Must be able to effectively write for both scientific reports and popular articles and to speak well to effectively communicate with the general public and colleagues. Must demonstrate leadership abilities.