



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: BIOLOGIST	Grade: 14
Division: Wildlife	Job Code: 2001
Reports To: Regional Supervisor / Research Supervisor	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under supervision of the Regional or Research Supervisor, participates in the development of both short and long range wildlife management and research projects. Is responsible for planning, organizing, and directing the successful completion of assigned projects within predetermined guidelines. Must be familiar with the principles and procedures of wildlife management and research. Supervise both full time and temporary employees. Accurately observe, record and analyze scientific data and prepare and submit detailed reports. Serve as advisor or Department representative in areas of special expertise. May have extensive contact with a variety of public and private individuals and groups. May be required to become certified as a Reserve Officer and participate in inter-divisional training program. Conduct audio and visual wildlife surveys, day/night. Plant food plots, mow, build/repair fences, road maintenance, and control or eliminate nuisance species.

JOB DUTIES

Participate in planning, development, coordination and implementation of wildlife research and management projects. Assist in establishing project goals and participate in the development of the Division objectives.

Interpret policies to subordinates and interested public. Develop or implement existing procedures for accomplishing assigned projects.

Assist with the development of management or research plans which include definition of proposed projects, specifications, time schedules, expenses, equipment, supplies and personnel needed to complete the projects.

Prepare and submit annual project budgets including salaries, equipment, supplies, maintenance, etc. for assigned projects.

Schedule work to be completed by contractors, cooperators or subordinates during appropriate time of year to meet project objectives.

Establish liaison and work closely with intergovernmental agencies and groups of private and public landowners. Assist in conducting public hearings on season, regulations and other Department actions.

Present programs to local civic, educational, youth, professional, sportsmen and environmental groups.

Review professional wildlife management literature to stay abreast of advances in the professional wildlife management field.

Conduct surveys of assigned species of wildlife or plants and hunter success surveys on assigned species of wildlife.

Assist in supervision and management of hunting seasons and controlled hunts as directed.

Assist in selecting and establishing hunter check stations and assist in supervising the operation of the stations. Operate check stations as required.

Conduct habitat surveys to evaluate grazing or browsing pressure, habitat quality, and potential for production of various wildlife species. Make recommendations on management and other non-wildlife uses.

May perform other duties, management or non-management, as assigned by Supervisor.

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.
- Must be able to swim.
- 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: No previous experience is required. Experience with GIS applications is preferred.

KNOWLEDGE AND SKILLS: Must have knowledge of principles, practices and techniques of wildlife management. Understand basic farming operations and equipment use and basic supervision principles. Must have skills in exercising good judgment in analyzing situations and making decisions. Be proficient in use of computers and various software applications.