



Employment Opportunity

Wildlife Biologist - 3

**West Virginia Division of Natural Resources
738 Ward Road
Elkins, West Virginia 26241**

The West Virginia Division of Natural Resources (WVDNR) plans to fill a Wildlife Biologist -3 position in the Elkins Operations Center in **Randolph County**. This notification is being circulated to inform prospective applicants of this opportunity and allow applicants to submit application materials to the West Virginia Division of Personnel (WVDOP). **You must be on the WVDOP register to be considered for this position. If you wait till the job is actually posted, it is too late.**

The position serves as Mussel Program Leader in the Wildlife Diversity Unit of the Wildlife Resources Section with state wide responsibilities. This is a multi-disciplinary position that includes biological field work involving data collection/analysis, regulatory enforcement, conservation education, environmental review, incident/disease investigation, coordination with other state and federal agencies, and conservation activities (including recovery of listed species)/planning.

Location: Elkins Operations Center
738 Ward Road
Elkins, WV 26241

Salary: \$38,997 to \$72,144

Minimum Qualifications: (Applicants must meet these to qualify for register placement)

- **TRAINING:** Training: Master of Science degree from an accredited college or university with a major in wildlife or fisheries management and biology, fish culture, conservation biology, natural resources, aquatic biology, botany, biological sciences or environmental sciences. Preference will be given to educational and field experience as related to specific job postings, and
- **EXPERIENCE:** Three years of full-time or equivalent part-time paid experience in wildlife or fishery management or related fields.
- **SUBSTITUTION:** Doctorate of Philosophy degree from an accredited college or university with a major in wildlife or fisheries management and biology, fish culture, conservation

biology, natural resources, aquatic biology, botany, biological sciences or environmental sciences.

- **SPECIAL REQUIREMENTS:** A valid West Virginia driver's license is required. Mussel identification skills and knowledge of mussel ecology is essential. Skill in swimming, scuba diving, snorkeling, and/or conducting fieldwork under a variety of conditions is preferred.

Duties and Responsibilities:

This position serves as Program Manager for the Mussel Program within the Wildlife Diversity Unit. The Program's goal is the conservation, protection and recovery of freshwater mussels in the state. This position supervises program personnel who gather data in the field and compile information from the literature and WVDNR scientific collecting permit reports. In addition, this position coordinates activities with other WVDNR personnel (e.g., district Wildlife Diversity biologists) and biologists in other agencies (e.g., USFWS and WVDEP). Maintains program databases containing data on the distribution of freshwater mussels throughout West Virginia. Compiles annual reports on program activities.

The employee designs and implements surveys, research projects and long-term monitoring programs to fill data gaps and obtain population trend information that will help make informed decisions regarding freshwater mussels management and conservation in the state. Some projects may be delegated to subordinates, but when necessary, proposals for work may be requested from experts outside the agency. The employee applies information gained from surveys, monitoring, and research to develop conservation strategies, review proposed projects for potential impacts to mussel resources, and support determination of species status.

Where impacts may occur, the employee works closely with state, federal, and private entities to ensure compliance with state and federal laws and regulations, recommend project modifications that will eliminate or minimize impacts, and suggest potential mitigation for unavoidable impacts. The employee represents the WVDNR on regional and national committees addressing the conservation of freshwater mussels on a broader scale.

The employee must be familiar with state natural resource laws and certain federal laws (Endangered Species Act, Clean Water Act, Lacey Act) and be able to provide expert opinion to state and federal law enforcement officers and regulatory staff. This person reviews proposed projects (including bridge construction, hydro-electric energy, gas development, etc.) and works with project proponents and agency staff (in-house and other agencies) to develop recommendations to minimize or avoid impacting freshwater mussels or degrading habitat. The employee must be familiar with the West Virginia Mussel survey Protocols and their application to various types of projects that may impact mussel resources.

The employee will be responsible for ensuring mussel kill assessments are conducted appropriately and assess the monetary value of lost resources.

The state is currently in the process of designing/constructing a freshwater mussel hatchery. The employee will be responsible for seeing the construction through completion, making staffing recommendations, and supervising staff. Understanding of mussel and fish hatchery operations is beneficial.

Knowledge, Skills, and Abilities:

- Strong background in freshwater mussel taxonomy, biology, and ecology is required.
- Knowledge of mussel and habitat conservation practices is essential.
- Familiarity with MS Office (Word, Access, Excel, PowerPoint) and ArcMap is required.
- Demonstrated experience with survey and monitoring methodologies for freshwater mussels is essential. Familiarity with the West Virginia Mussel Survey Protocols is preferred (<http://www.wvdnr.gov/Mussels/Main.shtm>).
- Familiarity with the federal Endangered Species Act, especially the Section 7 process, is preferred, as is knowledge of West Virginia natural resource laws and regulations and the Clean Water Act.
- Demonstrated experience in designing and implementing scientific research including data collection, analysis, and literature review is essential.
- Demonstrated experience in presenting scientific information in programs for citizen groups, agency personnel, private industry representatives, and professional/technical groups is essential.
- Familiarity with the responsibilities and organization of other agencies (US Fish and Wildlife Service, US Army Corps of Engineers, WV Department of Environmental Quality, etc.) is preferred.
- Strong organizational skills, detail oriented, and excellent written and oral communication skills are required.
- Knowledge of invasive aquatic plants, animals, and aquatic diseases is preferred.
- Demonstrated experience developing grant proposals, especially federal grants, and managing grants (budgeting, reporting, etc.) preferred.
- Experience in developing/reviewing species management plans, habitat management plans, species status assessments, and recovery plans is preferred.
- Knowledge of lab/field sample collection, storage, and shipping techniques is necessary.
- Supervisory skills preferred.
- Ability to swim is essential, SCUBA certification preferred.

For Information:

- For more information regarding this position you may contact Janet Clayton or Kieran O'Malley at (304) 637-0245 or by email at Janet.L.Clayton@wv.gov or Kieran.M.O'Malley@wv.gov
- For information regarding application procedures you may contact the West Virginia Division of Personnel at (304) 558-3950 or at <http://www.personnel.wv.gov>

To Apply:

- This vacancy will be advertised both inside and outside of state government.
- Non-government applicants must submit a state job application and required documentation (transcripts, certifications, etc.) required for the Wildlife Biologist 3 position.
 1. Go to <http://www.personnel.wv.gov>
 2. Click on "Jobs Open for Application".
 3. Scroll down and click on the Wildlife Biologist job title.
 4. Click the "Apply" link located on the right side of the page next to the Print Job Information link.
 5. The first time you do this you will be asked to create an account and an application.
 6. Make sure your application is completely filled out and your qualifications are detailed.

7. To be considered for this job opportunity, you must submit a copy of an **official** transcript or diploma to the WVDOP **before** the closing date for this job posting (if you have not already done so.) This can be attached to your application online or submitted via e-mail to **applicantsservices@wv.gov**
- Interested applicants should submit their applications online as soon as possible.
 - All applications for this position will be reviewed within one to two weeks after the closing date. Qualifying applicants will be placed on the Division of Personnel register for this position.

OUTREACH