

**Employment, Recruitment and Retention Branch**

4200 Smith School Road

Austin, TX 78744

Human Resources: (512) 389-4545; Fax: (512) 389-4861; Internet: [www.tpwd.state.tx.us](http://www.tpwd.state.tx.us)

<b>POSITION TITLE:</b>	Natural Resource Specialist I	<b>PHONE NO.:</b>	830/569-8700
<b>FUNCTIONAL TITLE:</b>	Wildlife Biologist	<b>FAX NO.:</b>	830/569-6400
<b>CLASS NO. –</b>		<b>E-MAIL ADDRESS:</b>	<a href="mailto:alan.cain@tpwd.state.tx.us">alan.cain@tpwd.state.tx.us</a>
<b>SALARY GROUP:</b>	2682/B15	<b>POSITION LOCATION/</b>	To Be Determined
<b>SALARY:</b>	\$3,046.42- \$3,188.61/Mo.	<b>ADDRESS:</b>	Floresville- Kenedy area
<b>DIVISION:</b>	Wildlife		
<b>HIRING</b>			
<b>CONTACT:</b>	Alan Cain	<b>POSTING DATE:</b>	September 14, 2009
<b>POSTING NO.:</b>	10-02-014	<b>CLOSING DATE:</b>	October 09, 2009

**GENERAL POSITION DESCRIPTION:** Under the direction of the District 8 Leader, the Natural Resource Specialist I (NRS) Wildlife Biologist performs professional planning, management, and research duties associated with wildlife and habitat resources in Karnes and Wilson Counties within the South Texas district as assigned. Under the guidance and with review of Senior Wildlife Biologists provides technical assistance to private landowners in wildlife management planning, Wildlife Tax Valuations, Landowner Incentive Program, Conservation Easements, Farm Bill Programs, and other incentive programs as assigned. Provides wildlife habitat and population recommendations, including developing programs for groups (field days, demonstrations, and seminars) and self-study materials (workbooks, brochures, and pamphlets). Performs wildlife management practices and wildlife surveys on private and public lands as assigned. Provides public outreach programs to the general public, landowners/land managers, sportsmen, and new constituencies. Works under moderate to general supervision with limited to moderate latitude, depending on experience/education level, for the use of initiative and independent judgment. Career Ladder progression available. Performs additional duties as assigned. Complies with all Agency, Division, and branch rules, regulations, and procedures.

**WORKING CONDITIONS:** (1) Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday; (2) Required to work on holidays, weekends, and hours other than 8:00 a.m. to 5:00 p.m. as necessary; (3) Required to travel in-state or out-of-state with possible overnight stays; (4) Required to operate state vehicles; (5) Required to work outdoors, occasionally in adverse weather conditions; (6) Required to perform work with aerial fixed-wing helicopter and ground surveys. **NOTE:** TPWD employees are required to comply with departmental aircraft weight restrictions. Weight limit restrictions prohibit flight with passengers that weigh in excess of 286 pounds. **NOTE:** Retention of position contingent upon maintaining less than 287 pounds to accomplish annual low-level aerial surveys; (7) Non-smoking environment in state buildings and vehicles.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a Bachelor's Degree in Wildlife Biology, Wildlife Management, or related biological field with major coursework, 24 hours minimum, in wildlife management.

**Experience:** NRS I: No experience required. **NOTE:** Salary will be commensurate with relevant experience or completion of a Master's or PhD degree in Wildlife Biology, Wildlife Management or related biological field from an accredited college or university. **NOTE:** Current TPWD NRS II and III may apply for this position at their current classification title and salary.

**License/Certifications:** Must possess or be able to obtain, within 30 days of employment, a valid Class "C" Texas driver's license. **NOTE:** Retention of position contingent upon obtaining and maintaining required license.

**SELECTION CRITERIA:**

**Knowledge, Skills and Abilities:** (1) Knowledge of wildlife species, ecology, and management with particular emphasis relating to private lands; (2) Skill in using personal computers with a working knowledge of MS Office software including Word, Excel, Access, PowerPoint, and advanced analytical software applications; (3) Skill in using GIS and GPS hardware and software; (4) Skill in verbal and in written communication; (5) Skill in collecting scientific data; (6) Skill in coordinating with the public, universities, department personnel, and other governmental agencies; (7) Skill in working both independently and as a team member; (8) Ability to perform low altitude aerial surveys; (9) Ability to apply common habitat enhancement techniques; (10) Ability to conduct conservation outreach programs; (11) Ability to analyze scientific data.

**Additional Requirements:** (1) Resume and professional references are accepted, but will not serve in lieu of a completed State of Texas Application for Employment; (2) A **PHOTOCOPY** of an official college transcript(s) issued from the registrar **MUST** be submitted with application. The transcript may say "issued to student" and does not need to

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Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Division at (512) 389-4545.



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be sealed and sent to TPWD. The transcript may be faxed, scanned, or mailed with application (if applicable); (3) Skills demonstration may be requested at time of interview; (4) Texas Parks and Wildlife requires a Consent for Criminal Background check form from all applicants completed at time of application. The form may be found on our website: <http://www.tpwd.state.tx.us/business/jobs/>.

**FORWARD APPLICATION TO: TPWD-1607 2nd St., Pleasanton, TX 78064, Attn: Alan Cain.**

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AN EQUAL OPPORTUNITY EMPLOYER