



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WILDLIFE PROGRAM COORDINATOR

Job Number: 20001469

Job Code: 71690V230916

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers a statewide wildlife management program of a particular group or category of species OR Oversees all habitat and wildlife population management activities within a wildlife region; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in a biological science, wildlife biology, fish and wildlife management, conservation biology, natural resources, environmental sciences, or related field.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of experience in wildlife management, wildlife biology and/or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in wildlife management, wildlife biology or a related field will substitute for one year of the required experience. A PhD degree in wildlife management, wildlife biology or a related field will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administers a statewide wildlife management program and recommends appropriate management strategies for the Department of Fish and Wildlife. Directs a statewide wildlife program addressing the needs of a particular group or category of species. May supervise all private lands and public lands biologists within a Wildlife region. Oversees the performance of habitat & wildlife population management work within a Wildlife region. Responsible for day-to-day decision making on appropriate purchases, personnel matters, and interpretation of Department policies and procedures. Communicates issues between staff and the Director's office. Assures implementation of Division goals and objectives at the program and field level. Develops wildlife research and surveys within wildlife regions or statewide programs. Participates in the development of policy, rules, and regulations relating to wildlife management on behalf of the agency. Meets regularly with the Division Director to address wildlife issues of major significance. May supervise Wildlife biologists and coordinate all biological activities within a watershed region. Channels the efforts of biologists and area managers regarding a specific major program. Designs and writes program work plans and recommends assignment of personnel. Makes program budget recommendations. Evaluates the status of program components and develops necessary proposals and documentation. Maintains program records and develops monthly and annual status reports. Develops and recommends policies pertaining to the program. Coordinates program activities with other divisions and agencies as necessary. Coordinates the preparation of materials pertaining to the conduction of program components. Provides technical guidance regarding the program to department staff, other agencies, and the interested public. Makes presentations to sportsmen's groups, schools, civic groups and other groups on topics within the responsibility of the program. Attends public hearings and participates in Administrative Regulations Review Sub-committee meetings as necessary. Develops procedural guidelines for department staff assigned to participate in the program. Conducts surveys of wildlife populations. Provides technical guidance to customers interested in managing wildlife habitat and/or populations. Collects wildlife data in the field.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to traverse rough terrain and protect oneself from large animals such as bears, deer and elk.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed approximately 50% indoor and 50% outdoors. Duties involve working with all species of wildlife found in the Commonwealth.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.