

Job Title: NATURAL RESOURCES MANAGER II, OPT 2 - 2883701

Agency : Department of Natural Resources
Closing Date/Time: 10/28/2022
Salary: \$6,301 - \$9,218 per month
Job Type: Salaried Full Time
County: Sangamon
Number of Vacancies: 1
Plan/BU: RC056

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website.

State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 12-46-19404

Position Overview

Under general direction, this position will oversee the Wildlife and Hunting Heritage program efforts under the national R3 effort (recruitment, retention, and reactivation) to engage the public in outdoor sports (hunting, trapping, etc.), will assist with developing grant proposals, coordinates communication plans for the program, directs amendments/development of new statutes and regulations for the program, serves as Programs Section lead in the absence of the Administrator.

Job Responsibilities

- Under general direction of the Section Administrator, oversees the objectives of the statewide Wildlife and Hunting Heritage program:
 - Oversees the implementation of the goals and strategies of this program and the efficacious use of public funds.
 - Recommends the establishment and implementation of policies, procedures and communication methodologies.
 - Provides functional direction and guidance to regional administrators relative to program needs and objectives.
- Serves as full-line supervisor:
 - Assigns and reviews work.
 - Provides guidance and training to assigned staff.
 - Counsels staff regarding work performance.
 - Reassigns staff to meet day-to-day operating needs.
 - Establishes annual goals and objectives.
 - Approves time off Adjusts first level grievances.
 - Effectively recommends and imposes discipline up to and including discharge.
 - Prepares and signs performance evaluations.
 - Determines and recommends staffing needs.
- Oversees new hunter/trapper land access practices and programs:
 - Directs staff with the development and implementation of effective communication with hunters/trappers for additional hunting opportunities.
 - Prepares and presents technical reports on land access programs for hunters/trappers.
- Develops and coordinates cooperative agreements and work tasks with conservation organizations:
 - Confers with Section Administrator to assure goals and objectives are addressed with intra and inter-state organizations, U.S. organizations and institutions of higher education.

(Job Responsibilities continued)

- Oversees grant proposals that support the implementation of the program:
 - Develop proposals for preparation of the Section's annual budget.
 - Utilizes discretionary authority in annual expenditure within Division regulations.
- Consults with the Section Administrator in evaluating communications and studies of existing programs:
 - Oversees new techniques to assure compliance with state statutory and laws/regulations.
 - Initiates and coordinates land inventories to develop hunter/trapper access programs.
 - Reviews and recommends new techniques to improve management of public/private land access programs.
- Directs the amendment/development of statutes and regulations to achieve better statewide public and private access practices and projects:
 - Interpret Wildlife and Hunting Heritage programs and policies to the media, conservation organizations and the general public.
- Oversees the Programs Section in the absence of the Administrator:
 - Attends meetings with various conservation organizations.
 - Assumes management responsibility of the Programs Section.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in wildlife management or a related natural resources field.
- Requires six years progressively responsible professional experience in wildlife resource management, outreach, education and/or communications.

Preferred Qualifications

- Two (2) years of thorough knowledge of hunting and trapping programs.
- Two (2) years of thorough knowledge of natural resource, communications and/or recreation planning theory.
- Two (2) years experience maintaining satisfactory working relationships with various organizations and the general public.
- Two (2) years experience supervising staff.
- Two (2) years experience communicating in oral and written form and conducting formal public presentations.
- Two (2) years experience preparing and maintaining complex reports.

Agency Statement

Charged with preserving, protecting, and promoting Illinois' natural resources, the Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic

yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

The Office of Resource Conservation strives to conserve the state's wildlife, fisheries, natural lands and forest resources for future generations while providing sustainable recreational opportunities for all Illinoisans.

The mission of the Division of Wildlife Resources is to provide leadership with the restoration, management and protection of wildlife populations and their habitats, in accordance with the North American Model of Wildlife Conservation.

Work Hours: 8:30AM-4:30PM, 1/2 hr. lunch

Work Location: One Natural Resources Way, Springfield, IL 62702-1813

Agency Contact:

Vicky Fowler

Email: vicky.fowler@illinois.gov

Phone #: 217-785-5387

Job Family: Sciences and Natural Resources

This position DOES NOT contain "Specialized Skills" (as that term is used in CBAs).

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com