

Division of Fish and Wildlife Staff Specialist

Date Posted: May 28, 2024

Requisition ID: 444262

Location:

Indianapolis, IN, US, 46204

Work for Indiana

Begin a fulfilling career with the State of Indiana by joining one of the largest employers in the state, offering a diverse range of opportunities across 60+ agencies. At the state, you'll find competitive compensation, a robust benefits package and a commitment to work-life balance. Most importantly, you'll have the chance to make a real and measurable impact on the lives of Hoosiers across Indiana.

At the State of Indiana, we don't just talk about diversity and inclusion—we make it our goal to create a welcoming, accessible, and equitable workplace with a workforce that is representative of Indiana's population. As a proud equal opportunity employer, reasonable accommodations may be available to enable individuals with disabilities to complete the application and interview process as well as perform the essential functions of a role.

About the DNR Fish and Wildlife Division:

The Division of Fish & Wildlife enriches the quality of life for present and future generations by balancing the biological, ecological, recreational, and economic benefits of Indiana's fish, wildlife, and their habitats.

Role Overview:

The Staff Specialist serves as a professional senior-level executive for the Division of Fish and Wildlife (DFW) and reports to a Division Director. The position applies professional knowledge and techniques for planning, conducting, and evaluating Division initiatives/programs/projects throughout the state. This position will serve as a lead and manager for a variety of projects such as customer service, staff professional development and leadership training, and new employee onboarding. The position will provide support to the Division operational activities to include inventory, vehicle use and purchasing, computer refresh, and purchasing and contracting following required federal and state policies and procedures. The position requires strong project

management and computer skills. Candidates must have the ability to communicate clearly verbally and in writing with diverse audiences.

Salary Statement:

The salary for this position traditionally starts at \$59,800.00 but may be commensurate with education or work experience.

A Day in the Life:

The essential functions of this role are as follows:

- Establish and monitor program objectives, KPIs, and actions to achieve them.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, or to increase productivity.
- Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals.
- Recommend and implement corrective action plans to solve program problems.
- Prepare reports for approval, including those for funding or implementation of services.
- Direct or coordinate the financial or budget activities to fund operations, maximize investments, or increase efficiency in the specified program.
- Ensure program requirements meet federal and state policies and grants compliance.
- Develop, train employees or agency consultants on program requirements and usage.
- Coordinate and deliver communication plans and communications.
- Serve on boards of directors and management committees.
- Serve on management committees or other governing boards.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

What You'll Need for Success:

The ideal candidate in this role should minimally have either

- a Master's Degree with 3+ years of experience, or
- a Bachelor's Degree with 5+ years of experience, or
- a Associate's Degree with 7+ years of experience, or

- at least 9+ years of experience applying the below, outlined knowledge, skills, and abilities in a similar role.

You must meet the following requirements to be considered for employment:

- Specialized knowledge in program subject matter obtained through experience and/or education.
- Extensive knowledge of provider agencies and their programs and services.
- Extensive knowledge of all source materials and references including federal and state laws governing the programs.
- Ability to develop and implement new principles and policies and discern any far-reaching implications.
- Ability to present to both internal and external customers, the public, government officials, and other stakeholders.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Ability to work effectively with a wide variety of stakeholders.
- Ability to prepare monthly finance and accounting reports to maintain program budget and grants.
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

Supervisory Responsibilities/Direct Reports:

This role may serve as a team lead for an assigned work group.

Benefits of Employment with the State of Indiana:

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) as well as vision and dental plans
- Wellness Rewards Program: Complete wellness activities to earn gift card rewards
- Health savings account, which includes bi-weekly state contribution
- Flexible work scheduling options, including the potential for hybrid remote work for employees whose work may be performed outside state facilities
- Deferred compensation 457B account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- A robust, comprehensive program of leave policies covering a variety of employee needs, including but not limited to:
 - 150 hours of paid new parent leave
 - Up to 15 hours of paid community service leave
- Combined 180 hours of paid vacation, personal, and sick leave time off

- 12 paid holidays, 14 on election years
- Education Reimbursement Program
- Group life insurance
- Referral Bonus program
- Employee assistance program that allows for covered behavioral health visits
- Qualified employer for the Public Service Loan Forgiveness Program
- Free Parking for most positions
- Free LinkedIn Learning access

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, or veteran status. We will comply with the spirit as well as the letter of all applicable state and federal laws.

If you are a qualified individual with a disability and require reasonable accommodations to complete this application, you can request assistance by contacting the Indiana State Personnel Department at jobs@spd.IN.gov.

The State of Indiana has established a culture that welcomes equity, inclusion, and opportunity for all employees and applicants. We encourage you to apply if you feel you have the transferrable skills to be successful in this position and we look forward to reviewing your application.

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