

PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT

Farm Bill Wildlife Biologist I, II, III, or senior Carlisle, Pennsylvania

APPLICATION DEADLINE: Open until filled

ANTICIPATED START DATE: November 2024 (negotiable)

LOCATION: USDA Service Center in Carlisle, Pennsylvania – primary work area covering Cumberland, Franklin, Adams, and Perry counties

OVERVIEW: This position is a field-level position on the Conservation Operations Delivery Team. The successful applicant will be an employee of and supervised by Pheasants Forever and Quail Forever, but the position is made possible through partnerships with the USDA Natural Resources Conservation Service (NRCS) and the Pennsylvania Game Commission (PGC) with daily instruction, quality assurance, and workload prioritization provided by the USDA NRCS. The primary work area will include Cumberland, Franklin, Adams, and Perry counties, with the primary duty station located in the Carlisle, PA, USDA Service Center. Occasional service to counties outside the primary work areas may be required to address annual workload variance and to assist teammates and partners. The biologist will work in joint capacity with NRCS, Pennsylvania Game Commission (PGC), and other partners to promote, accelerate enrollment in, coordinate and implement the conservation provisions of the Federal Farm Bill and other related wildlife conservation programs. Primary workload will focus on the Conservation Reserve Enhancement Program (CREP), Environmental Quality Incentive Program (EQIP), Conservation Stewardship Program (CSP), and Agricultural Conservation Easement Program (ACEP).

*Note: The position may be filled at a I, II, III or Senior step level, depending on applicant qualifications and experience. Current Pennsylvania Farm Bill Wildlife Biologists who wish to be considered for the Senior level may opt to retain their existing duty station and coverage area.

RESPONSIBILITIES:

- Provide technical assistance (wildlife habitat focus) and guidance to private landowners, government agencies, non-government organizations and others.
- Assist partner agencies with the implementation of Farm Bill Conservation Programs, such as CREP, EQIP, CSP, and WRE, and other relevant wildlife conservation programs.
- Conduct on-site field visits to provide habitat restoration and management recommendations, determine conservation program and/or practice eligibility and feasibility, evaluate conservation practice installation and establishment, evaluate maintenance and/or management of conservation practices, complete vegetation assessments, and more.

- Assist partner agencies with wildlife habitat evaluation guides (WHEG), program applications, suitability and feasibility worksheets, practice assessment worksheets, practice certification, implementation requirements, prescribed burn plans, maps, soils maps, status reviews, and other technical documentation required of conservation plans and programs.
- Provide customer service to landowners by phone, in the office, and/or through on-site field visits to communicate conservation program and practice requirements, review conservation plans and other contract documents, answer questions and communicate technical information, guide conservation practice implementation, management, and maintenance, and more.
- Establish and maintain trusted working relationships with landowners, government agencies, non-government organizations and others.
- Promote conservation programs and/or practices by conducting outreach such as workshops, field days, demonstration events, and habitat tours.
- Promote and accelerate enrollment in programs that allow public access to private land for wildlife-dependent recreation.
- Work with local PF/QF chapters to assist with habitat program education and outreach and provide technical assistance for habitat projects.
- Perform other related duties as assigned.
- **Additional responsibilities of the Farm Bill Biologist II job level:**
 - Perform all responsibilities of a FBB with minimal errors and some supervision.
 - Perform other related duties as assigned.
- **Additional responsibilities of the Farm Bill Biologist III job level:**
 - Perform all responsibilities of a FBB independently.
 - Provide leadership to other members of the FBB team by taking an active role in team meetings and trainings, facilitating productive communication and information exchange, sharing lessons learned and success stories, and more.
 - Perform other related duties as assigned.
- **Additional responsibilities of the Senior Farm Bill Biologist job level:**
 - Perform all responsibilities of a FBB proficiently with the ability to train others.
 - Onboard, train, and develop new FBB's.
 - Develop and implement comprehensive training plans for new FBB's.
 - Develop and implement continuous training for the FBB team.
 - Organize and host regular team meetings to exchange information, inspire collaborative innovation, and build comradery.
 - Coordinate a team approach to the development and organization of education and outreach efforts such as habitat tours, field days, landowner workshops, and more.
 - Develop annual work plans for FBB's.
 - Complete annual reviews of FBB's.
 - Provide feedback, coaching, and mentorship to FBB's.
 - Approve timesheets, leave requests, out-of-pocket expenses, and other administrative duties.
 - Ensure accurate and timely work product reporting by the FBB team.
 - Propose and seek innovative ways to further wildlife conservation and partnerships at the state level.

- Communicate with regional and state level partner agency contacts as appropriate.
- Represent PF at relevant professional meetings, working groups, committees, and more as assigned.
- Assist in the management of grants and agreements and the associated budgets, expenses, outcome reports, and more as assigned.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal, written, and verbal communication skills with the ability to communicate clearly and effectively with diverse landowners and partner agency staff.
- Ability to work independently with minimal supervision and/or remote supervision.
- Knowledge of wildlife ecology. Specific knowledge of grassland/farmland associated wildlife species' habitat requirements is desirable.
- Knowledge of grassland and early succession habitat management, including the ability to utilize various habitat management techniques in the development of management plans.
- Knowledge of conservation practices applicable to wildlife conservation on agricultural land.
- Knowledge of federal (i.e. Farm Bill), state, and local conservation and wildlife habitat programs
- Knowledge of plant species common to Pennsylvania's grasslands and agricultural lands and ability to identify them (Including native, non-native, invasive, and noxious species).
- Effective planning and organizational skills with ability to manage demanding workloads.
- Proficiency with ArcGIS and Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, etc.) required.
- Valid driver's license and daily use of personal vehicle is required with a mileage reimbursement provided at current IRS rate. Work related travel can range from 6,000-10,000 miles/year.
- Must have or be able to obtain a personal cell phone to be used for work.
- Must be able to obtain USDA Federal Security Clearance.
- **Additional qualifications of the Farm Bill Biologist II job level:**
 - Proven understanding and experience working with Farm Bill Conservation Programs such as CREP, CRP, EQIP, WRE, etc.
 - Proven understanding of agricultural landscapes, common farming and land use practices, and basic agricultural economics.
 - Demonstrated experience working with private landowners.
 - Practical understanding of habitat restoration, ecology, and land management.
- **Additional qualifications of the Farm Bill Biologist III job level:**
 - Proven experience working independently with wildlife management, private lands technical assistance, landowner outreach, and/or implementing voluntary conservation programs.
- **Additional qualifications of the Senior Farm Bill Biologist job level:**
 - Demonstrated leadership experience.
 - Experience as an FBB with full understanding of the position.

EDUCATION AND/OR EXPERIENCE:

- Degree in wildlife management, natural resource management, biological sciences, or related field of study appropriate to the position; **OR** any combination of education, training, and/or experience that demonstrates that the applicant possesses the knowledge, skills, and abilities required to do the job and is comparable to that normally acquired through successful completion of a 4-year degree program in an appropriate field of study.
- Related continuing education, training, licenses, and certifications may also be considered in the evaluation process for all job levels, including things such as prescribed fire training, pesticide applicator licenses, NRCS Certified Conservation Planner, and more.
- Proven experience working with USDA Farm Bill programs is preferred. Practical and/or professional experience in farming and agricultural disciplines is highly beneficial.
- **Additional qualifications required to be considered for the Farm Bill Biologist II job level:**
 - 1 Year of practical experience with wildlife management, private lands technical assistance, landowner outreach, and/or related responsibilities.
- **Additional qualifications required to be considered for the Farm Bill Biologist III job level:**
 - 3 Years of practical experience with wildlife management, private lands technical assistance, landowner outreach, and/or related responsibilities.
- **Additional qualifications required to be considered for the Senior Farm Bill Biologist job level:**
 - 3 Years of practical experience with wildlife management, private lands technical assistance, landowner outreach, and/or related responsibilities.
 - 1 Year of practical experience providing leadership to others.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in an office setting, including sitting at a desk and viewing a computer screen for extended periods of time.
- Ability to stand, walk, and hike outside for extended periods of time across uneven terrain in varying weather conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work from a USDA NRCS Service Center provided office space.

- Work related overnight travel for conferences, trainings, staff meetings, and other events can range from 5-15 nights/year.

SALARY AND BENEFITS:

- Starting salary from \$40,400 to \$60,000 (commensurate with experience and qualifications)
- Affordable health, vision, dental and more insurance plans available
- 401(k) Retirement plan with an employer match of up to 5%
- Student Loan Assistance program of up to \$200/month for eligible employees
- Paid Time Off accrued at 15 days (120 hours) per year for new employees (increasing after 3 years)
- Bereavement/Family/Sick Leave of 6 days (48 hours) per year
- 13 Paid holidays
- An Employee Benefit Summary can be found at www.pheasantsforever.org/jobs.

APPLICATION REQUIREMENTS: Combine your cover letter, resume, and 3 references into 1 file (Word document or PDF) before clicking the blue 'Apply' button and then uploading to the “Resume” area of your application on our recruitment website at: www.pheasantsforever.org/jobs

CONTACT: Julia Smith, PF & QF Pennsylvania State Coordinator, (814) 634-5176

Pheasants Forever, Inc is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.