

Invasive Carp Program Director

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Requisition ID: 441422

Location:

Winslow, IN, US, 47598

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At the State of Indiana, we don't just talk about diversity and inclusion - Our goal is to create a welcoming, accessible, and equitable workplace, with a workforce that is representative of the State of Indiana 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.

Next Level benefits at the State of Indiana are here! Be sure to review our expanded benefit package offerings below.

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.

Salary Statement:

The salary for this position traditionally starts at \$53,222.00 but may be commensurate with education or work experience.

Role Overview:

The Program Director for the Invasive Carp Program in DNR's Division of Fish and Wildlife specifically oversees investigating and implementing new statewide programs to incentivize or increase harvest of invasive carp. The Program Director will oversee the invasive carp harvest program which includes reviewing/approving applications and fishing requests, hiring and supervising intermittent employees for conducting regular permitted fishing observations/data collection, ensuring program compliance, maintaining catch data, and other programmatic duties. The incumbent will be the point of contact for private businesses that are interested in utilizing or producing invasive carp-based products and will serve as a connection between fishers and producers to help increase harvest and utilization of invasive carp in Indiana. This position works

collaboratively with state and federal partners to ensure an effective region-wide coordinated approach to invasive carp management. The Program Director works with the Invasive Carp Biologist to monitor effectiveness of harvest programs and recommends programmatic changes as necessary.

A Day in the Life:

The essential functions of this role are as follows:

- Establish program objectives, KPIs, and actions to achieve them.
- Develop, update, and monitor all policies and procedures related to the program area.
- Interpret and explain policies, rules, regulations, or laws to leadership or customers.
- Implement corrective action plans to solve program problems.
- Analyze, prepare, and disseminate monthly and annual program reports.
- Review budget and make budgetary recommendations to improve the program area finances.
- Ensure program requirements meet federal and state policies and grants compliance.
- Assist in the development and train employees or agency consultants on program requirements and usage.
- Coordinator and deliver communication plans and communications.
- Serve as a liaison between agency and other state and federal agencies.
- 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 1+ years of experience, or
- a Bachelor's Degree with 3+ years of experience, or
- a Associate's Degree with 5+ years of experience, or
- at least 7+ 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.

- Specialized knowledge of program area including pertinent rules and regulations.
- 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 communicate orally and in writing.
- The ability to apply general rules to specific problems to produce answers that make sense.
- Ability to work effectively with a wide variety of stakeholders.
- Working knowledge of accounting and budget principles.
- 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 be utilized in a supervisory capacity based on agency needs.

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 recruit, select, develop, and promote 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 accommodation in completing 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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