

NATURAL RESOURCES MANAGER II, OPT. 2 - 2883701 1

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome

Reasonable Accommodation Statement

The State of Illinois is committed to working with and providing reasonable accommodations to people with disabilities. Further, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job, interview for a job, or for any other activity related to the hiring process. Examples of reasonable accommodation include, but are not limited to, making a change to the application process (if possible), providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

To be provided a Reasonable Accommodation during the hiring process, you will need to provide a certification of disability from a physician, psychiatrist, school official or an Illinois Department of Human Services (DHS) Division of Rehabilitation Services (DRS) Vocational Rehabilitation (VR) Counselor. Supporting documentation should be uploaded under **My Documents** → **Additional Documents** section for each application.

Any questions on Reasonable Accommodations can be directed to Central Management Services Disability Resource Center at CMS.DisabilityResCen@illinois.gov or call (217) 524-7514 for further information and to request or discuss an accommodation.

Sponsorship for Employment

The State of Illinois does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment with the State of Illinois, applicants must be currently authorized to work in the United States on a full-time basis.

Disclosure of Salary Information

In compliance with the Illinois Equal Pay Act, 820 ILCS 112/1 et seq., the State does not seek, request, or require a job applicant's wage or salary history. Employment decisions are not made based on an applicant's wage or salary history. To that end, please **do not include wage or salary information in your resume or other profile or application materials.**

Date: Jul 6, 2023

Location:
Springfield, IL, US, 62702

Job Requisition ID: 22011

Agency : Department of Natural Resources
Closing Date/Time: 07/25/2023
Salary: \$6,301 to \$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 12-46-22011

Position Overview

Under administrative direction of the Section Administrator, serves as the Ag and Grasslands Program Manager. Plans, directs, supervises, and evaluates the activities of all upland hunting programs (quail, pheasant, rabbit, and dove) and provides input on grasslands/shrubland habitat and federal Farm Bill policy. Travels as needed for meetings and presentations.

Job Responsibilities

1. Under administrative direction of the Division Administrator, plans, develops, coordinates and evaluates the Ag/Grassland Wildlife Program:

- Organizes the goals and objectives of the statewide Ag/Grassland Wildlife Program for the efficacious utilization of public funds and personnel of the Program.
- Recommends establishment and implementation of policies, procedures and scientific methodologies to be used with the Upland Wildlife Management Program.
- Provides functional guidance to regional administrators relative to program needs and objects.

2. 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.

3. Plans, recommends, develops, and directs new Grassland Wildlife management practices and programs for the Ag/Grassland Wildlife Program:

- Performs inspections of public and private properties to provide habitat management advise for Upland species such as pheasants, quail, rabbit, doves and grassland birds.

4. Confers with the Division Administrator in the development and coordinator of inter-agency cooperative agreements and work tasks on an intra and inter-state basis to assure the preservation and conservation of the State's Grassland Wildlife Resources, i.e., U.S. Fish and Wildlife Services, Illinois Natural History Survey, Natural resource Conservation Service, Illinois Department of Transportation, Illinois Department of Agriculture, U.S. Forest Services, institutions of higher education and conservation agencies from other states.

5. Prepares and presents technical reports to assess the effectiveness of new or proposed management programs of the State's Grassland Wildlife Resources.

Job Responsibilities (contd.)

6. Assists the Division Administrator in the preparation of the Program's annual budget and uses discretionary authority in the annual expenditure of the appropriation within the operating regulations of the Division.

7. Consults with the Division Administrator on conducting and evaluating research and management studies (i.e., Statewide Public Lands Habitat Development, Wildlife Action Plan - Farmland and Prairie Campaign):

- Reviews, develops and implements new techniques and recommends programs to assure compliance with State statutory and obligatory laws and regulations.
- Initiates and coordinate scientific inventories of the State's Upland Wildlife Resources for the purpose of development of management and harvest control programs.
- Reviews and recommends new administrative and fiscal techniques to improve the statewide management of the Grassland Wildlife Program.

8. Assists the Division Administrator in amending and development of grassland wildlife resource statues and Department regulations to achieve better statewide conservation management practices:

- Explains and interprets Division Programs to the media, other agencies, conservation organizations, school groups and the general public.
- Reviews and recommends changes in Administrative Rules for regulation of upland hunting programs for approval by the Divisions Administrator.

9. Represents the Division Administrator at assigned meetings on an intra-state basis, i.e., U.S. Fish and Wildlife Service, U.S. Forest Service, Illinois Natural History Survey, Soil Conservation Service, Illinois Department of Transportation, Illinois Department of Agriculture.

10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in fish, wildlife, forestry or natural heritage resource management or in a related biological science.
2. Requires six years progressively responsible professional experience in wildlife resource management.

Preferred Qualifications

1. Two (2) years of thorough knowledge of state and federal laws, rules and regulations pertaining to wildlife resource conservation.
2. Two (2) years of thorough knowledge of managerial procedures and techniques, program budgeting, personnel, statistics, and procurements.
3. Two (2) years of thorough knowledge of natural resource management theory, principles, and practices.
4. Two (2) years of experience in the ability to direct, supervise and evaluate staff and operations within an assigned geographical region, or a major statewide resource program.

Employment Conditions

All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

1. Must be able to pass background check.
2. Requires possession of a valid Drivers License.
3. Requires ability to travel.

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 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: Mon-Fri 8:30am-4:30pm, 1/2 hr. lunch (Sat-Sun off)

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

Agency Contact:

Vicky Fowler

IDNR Human Resources Department

Email: vicky.fowler@illinois.gov

Phone #: 217-785-5387

Job Family: Environmental & Natural Resources; Leadership & Management

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