



VACANCY ANNOUNCEMENT

OPEN DATE: November 19, 2024

CLOSING DATE: December 02, 2024

POSITION TITLE: Supervisory Wildlife Biologist (Assistant District Supervisor)

TYPE OF POSITION: Term Appointment with possibility for Benefits, Excepted Service
Not to Exceed 13 months (may be extended up to 4 years)

WORK SCHEDULE: Full Time, variable (maxiflex)

ANNOUNCEMENT #: MOIAWS20241119

SERIES/GRADE: GS-486-7/9

FULL PERFORMANCE LEVEL: GS-486-9

LOCATION: Storm Lake, IA
(Relocation expenses will not be paid)

SALARY: \$49,025 - \$77,955 per year**

United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Wildlife
Services

Missouri State
Office

1714 Commerce Ct
Suite C
Columbia
MO, 65202
Ph: (573) 449-3033

An Equal Opportunity
Employer

**GS [Locality Pay Tables](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule) can be accessed at:
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule>

WHO MAY APPLY:

- Must be a U.S. Citizen
- Must be 18 years old
- If you are a male born after December 31, 1959 and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must be registered with the Selective Service System, unless you meet certain exemptions (proof of registration and/or exemption required). Website: <http://www.sss.gov>.

REQUIRED DOCUMENTS:

Resume that includes:

- 1) Personal information such as name, address, contact information
 - 2) Education
 - 3) Detailed work experience related to this position as described in the announcement including
 - Work schedule including hours per week
 - Dates of employment;
 - Title, series, grade (if applicable)
 - 4) All supervisors' phone numbers and if they may be contacted
 - 5) Other qualifications, such as transcripts (if qualifying on education)
- Transcripts (if qualifying on education, education must have been obtained from an accredited institution. Education completed in a foreign institution must include an evaluation by an organization that specializes in interpretation of foreign education programs that it was deemed equivalent to an accredited U.S. education program, see: [Foreign Education Evaluation](#). All transcripts must be in English or include an English translation.)
 - DD-214 (Member 4 copy)
 - VA letter required if claiming disabled Veteran's Preference
 - Current active duty members must submit a certification that they are expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted.

HOW TO APPLY: Additional materials not listed above (i.e. position descriptions, training certificates, etc.) may not be considered. Applicants who do not submit the required items listed above may not be considered. Applications with all supporting documents must be submitted to the contact office and must be **RECEIVED** by the **CLOSING DATE** of this announcement. Interested individuals should send a resume, transcripts, veteran documentation (if applicable) to the address listed here:

CONTACT OFFICE:

Adam Coe, District Supervisor
USDA APHIS WS
11213 Aurora Ave
Urbandale, IA 50322
adam.coe@usda.gov
712-422-0980

DUTIES:

Assists the supervisor in the planning of work to be accomplished by subordinates, establishing and adjusting of short-term and long-term priorities, and preparing of schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration for the difficulty and requirements of assignments, and capabilities of employees. Provides advice, counsel, or instruction to employees on both work and administrative matters. Assists the supervisor in identifying, developing, and/or conducting employee training. Ensures that all direct reports complete mandatory training in a timely fashion.

Assists the supervisor in the development of performance standards and evaluation and monitoring of work performance of subordinates. Hears and assists in the resolution of employee complaints and grievances.

Participates in required training sessions, on-the-job developmental activities, and temporary details.

Assists in the supervision of the work unit's Federal employees and, in some cases, cooperative

employees (collaborators), possibly including technicians, seasonal or intermittent personnel, interns, and volunteers to accomplish the program's mission.

Meets with Federal, State/Territorial, county, and municipal agency personnel, organizations, institutions, associations, and private industry groups to identify WDM needs and address wildlife damage problems by providing well-established solutions and programs. Meets with and informs County Commissioners, city councils, and cooperators about standard WDM programs.

Provides oversight to work unit subordinates in the preparation of standard scientific and administrative program reports including annual reports, monthly narratives, Wildlife Hazard Assessments and Management Plans, and other Federal, State, and cooperator reports. Prepares routine and recurring technical and administrative reports, as necessary. Ensures timely responses to all information requests, including Freedom of Information Act (FOIA) inquiries, data calls, and stakeholder inquiries.

Cultivates positive community and media relations, participates in community meetings, gives presentations before groups, and prepares articles for local news media, answers inquiries regarding program function and operations to the general public and the media, and proactively assists in developing and conducting informational outreach activities pertaining to the work unit's mission. Coordinates with APHIS Legislative and Public Affairs in responding to local media campaigns by interested groups.

Identifies, interprets, and applies established WDM strategies to meet local environmental conditions, address specific economic or political considerations, and ensure that activities comply with Federal, State/Territorial, and local laws and regulations.

Conducts periodic inventories for the work unit of accountable and non-accountable property as requested by the supervisor. Coordinates with staff to procure field supplies and accountable property.

MINIMUM ELIGIBILITY REQUIREMENTS:

To qualify, applicants **MUST** meet all minimum qualification requirements, except Medical Requirements, by the closing date of the announcement.

QUALIFICATIONS REQUIRED:

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement including the following specialized experience and/or education, as identified by grade level.

BASIC REQUIREMENT:

Degree: biological science that included:

- At least 9 semester hours in such wildlife subjects as mammalogy, ornithology, animal ecology, wildlife management, or research courses in the field of wildlife biology; and
- At least 12 semester hours in zoology in such subjects as general zoology, invertebrate zoology, vertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology, or research courses in such subjects (Excess courses in wildlife biology may be used to meet the zoology requirements where appropriate.); and
- At least 9 semester hours in botany or the related plant sciences.

OR

Combination of education and experience: equivalent to a major in biological science (i.e., at least 30 semester hours), with at least 9 semester hours in wildlife subjects, 12 semester hours in zoology, and 9 semester hours in botany or related plant science, as shown in A above, plus appropriate experience or additional education.

In addition to meeting the Basic Requirement you must all meet the following requirements for each grade level.

For the GS-7 Grade Level:

Applicants must have one year of specialized experience (equivalent to the GS-5 level) that may have been obtained in the private or public (local, county, state, federal) sectors which demonstrates experience in:

- Dealing with human-wildlife conflicts and principles of wildlife damage management.
- Selecting appropriate wildlife damage management strategies, techniques, and tools & apply them to specific situations.
- Conducting wildlife damage assessments, counts and abundance surveys.
- The skilled use of firearms, traps, snares, pesticides, immobilizing drugs, pyrotechnics, electronic harassment devices, and other non-lethal control tools.
- Creating/maintaining public contacts to formulate assistance strategies that incorporate technical assistance and operational control techniques.

OR

Successfully completed 1 year of graduate education (18 semester hours) in wildlife related field.

OR

Superior Academic Achievement: To qualify based on superior academic achievement, you must have completed the requirements for a bachelor's degree from an accredited institution AND must meet certain GPA requirements.

For the GS-9 Grade Level:

Applicants must have one year of specialized experience (equivalent to the GS-7 level) that may have been obtained in the private or public (local, county, state, federal) sectors which demonstrates experience in:

All requirements of the GS-07 level and the following:

- Experience in communicating orally and in writing to coordinate and promote program activities with interested and/or affected groups and organizations.
- Interpreting and applying policies, regulations, laws, and ordinances that affect wildlife damage management operations and working within those guidelines.
- Using GPS, GIS technologies, and web-based systems for data entry and administrative processes.
- Create new damage control techniques to meet local conditions and address specific environmental, economic or political considerations.

- Experience in preparing reports, long-range plans, budgets, and other documentation of program activities.

OR

2 years of progressively higher-level graduate education leading to a master's degree in wildlife biology, wildlife management, wildlife ecology, or master's or equivalent graduate degree in one of the above mentioned fields.

OR

Combination of Education and Experience at the GS-7/9 Grade Level:

Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify for that grade level. To learn more about combining education and experience for this series, click the following: [Combining Education and Experience for Professional and Scientific Positions](#)

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

TRANSCRIPTS are required if:

- This position requires specific coursework or a degree in a specific field to be basically qualified.
- You are qualifying for the position based on education.
- You are qualifying for this position based on a combination of experience and education.
- You are qualifying for this position based on Superior Academic Achievement.
- This education must have been successfully completed and obtained from an accredited school, college, or university.

HOW YOU WILL BE EVALUATED

Applicants who meet basic minimum qualifications may be referred to the hiring manager for selection. Qualified candidates eligible for veterans' preference will receive referral and selection priority over non-veterans.

OTHER REQUIREMENTS:

- Must obtain or have a valid state driver's license. Operation of Government-owned or leased vehicles is required.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Direct Deposit: Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit <https://www.e-verify.gov/>.
- Must demonstrate a respect for safety in all operations, including the operation of motor vehicles, firearms, control devices, and equipment.
- To perform the essential duties of this position, you must have the legal and physical ability to possess and discharge firearms. You must be able to pass a government background check and meet any additional requirements to carry and use firearms. A background check will include answering questions about where you've lived, worked, went to school, and any military history or police

records. Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check).

- Occasional travel may be required.

Emergency Response – APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergency situations may occur – and could range from several emergencies in a year to none over the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, including overtime, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee’s current duty station, in other cases employees may be asked to go on-site to a temporary duty state location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum.

See this link: <https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/>

NOTE: APPLICANTS FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO APPOINTMENT. APPOINTMENT TO THE POSITION WILL BE CONTINGENT UPON A NEGATIVE DRUG TEST RESULT. INCUMBENTS OF THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO SCREEN FOR ILLEGAL DRUG USE ON AN ONGOING BASIS AFTER APPOINTMENT, AS DIRECTED.

Carrying a firearm is a condition of employment – In the passing of the *Lautenberg Amendment*, Congress passed legislation which prohibits anyone who has been convicted of a misdemeanor crime of domestic violence from possessing a firearm or ammunition. If selected you will be required to sign the form, “Inquiry for Positions Requiring Possession of Firearms,” certifying that you meet this criteria.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy-

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

Relocation costs will not be paid for this position.

More than one position may be selected from this announcement.

Under the [Fair Chance Act](#), agencies are not allowed to request information about an applicant's criminal history until a conditional offer of employment has been made, except as allowed for access to classified information; assignment to national security duties or positions; acceptance or retention in the armed forces; or recruitment of a Federal law enforcement officer. An applicant may submit a complaint or any other information related to an organization's alleged noncompliance with the Fair Chance Act. The complaint must be submitted within 30 calendar days of the date of the alleged noncompliance. To make a Fair Chance Act inquiry or complaint, send an email with the appropriate information to MRP.Fairchance@usda.gov subject line: Fair Chance Act.