Chief of Natural Resources - Indiana State Parks

Job ID: 601903

Apply Before: 04/15/2016

Location: Marion County

Full/Part Time: Full-Time

Salary: $41,574.00

City/County/St: Indianapolis, Marion County, IN

To Apply

Job Description:

The Chief of Natural Resources - Indiana State Parks monitors most aspects of the wildlife management and natural areas programs of the Division. Incumbent must be mindful of how recommendations could impact other operations within other DNR Divisions. Decisions and major recommendations are reviewed for compliance with DNR policy and attainment of goals. The incumbent makes a major contribution to the development and implementation of the natural resource management goals of the division at the field level.

The incumbent does not directly supervise full-time personnel, but makes decisions that relate to the smooth administration of the Division's natural resource management policy, procedural and general business practices of the DNR.

Work is broad in scope involving complex program elements, which require critical and analytical abilities. Incumbent must be able to react to variables ensuring proper response in accordance with assigned responsibilities as a direct representative of State Parks and DNR. Incumbent must effectively coordinate work activities in a programmatic role where authority is indirectly within the established chain of command of the organization. Incumbent must perform duties independently with general instruction. Judgement is essential to adapting policies, procedures and guidelines to situations encountered, often without prior experience or guidance.

Responsibilities:

Division-wide:

Manage the Division land acquisition program including the Indiana Heritage Trust Program, preparation of project paperwork for IHT project committee, attendance at project committee meetings as needed, and oversight/management of Division IHT funding.
Maintain monthly/annual reporting system of natural resource management efforts and harvest data for state parks and reservoirs and promote resource management efforts.

Serve as the Division Prescribed Fire Manager, reviewing, approving, and writing prescribed fire plans and managing/participating in prescribed fire across properties.

Formulate and approve internal and external policies and procedures related to consumptive and non-consumptive natural resource uses, including but not limited to field trials issues, ADA hunter access, and wildlife handling.

Coordinate research projects, collecting permits, salvage permits and other permits related to resource issues as required for the Division with Corps of Engineers, DNR divisions and the US Fish & Wildlife Service.

Prioritize and propose resource management funding within the Division, including project evaluation/development where necessary, and budget proposals.

Coordinate division-related wildlife management projects for reservoirs and division-related natural areas projects for state parks.

Oversee and report on annual expenditures/performance regarding federal Wildlife and Sportfish Restoration program activities on reservoirs, and coordinate and report on grants and funding for wildlife restoration or conservation from other partners, both internal and external.

Provide internal technical assistance and review during design/construction of facilities and other recreational amenities to mitigate impacts to natural resources.

Review and participate in development of property policies, rules, emergency rules and legislation related to wildlife/resource management in the Division, and coordinate emergency rule process as needed for species management.

Coordinate and/or conduct resource meetings/training for property personnel.

Answer inquiries from general public and members of other agencies and the administration.

**Reservoirs:**

Advise reservoir wildlife biologists and/or designated wildlife management coordinator in property operations and projects related to wildlife management.

Coordinate and approve bidding and leases for the tenant farming program and trapping bids.

Track and generate wildlife harvest data and reports.

Review and approve annual wildlife plans, supplemental plans, Non-600 Account (Reservoir Crop Lease Account) plans and five-year wildlife plans for submission to Corps of Engineers from reservoir properties.
State Parks:

Advise state park interpreters and/or other designed resource management coordinators in property operations and projects related to natural resource management.

Coordinate the development, administration, reporting and regular review/updating of resource management plans and programs for state park properties.

Coordinate successful white-tailed deer reduction program in state parks each year, including oversight of emergency rule development, publicity, drawing, hunting guidelines, tabulation and interpretation of data, policy changes, and recommendations for next year’s reduction effort.

Preferred Experience:

Knowledge and skill attained through a Baccalaureate degree in natural resource management or a related field, plus a minimum of three years of work experience in the field.

Knowledge of and experience with wildlife management techniques, ecology, and natural resource management.

Experience with prescribed fire operations.

Ability to work independently and make decisions governing the wildlife/natural areas programs.

Communication skills that encompass speaking, writing and relating to a broad range of audiences.

Organizational skills in planning and coordinating a variety of projects simultaneously.

Ability to react to a rapidly changing work environment.

Basic to advanced ability to compile, analyze, and interpret data sets for decision making and reporting purposes.

Firm command of Word, PowerPoint, and Excel and GIS technology.

Working knowledge of native natural communities, wildlife/plant populations, and habitat management techniques.

Ability to develop and maintain effective, cooperative and productive work relationships.

Ability to recognize issues and problem-solve/recommend resolutions.

Ability to travel overnight periodically, and multiple nights consecutively as required infrequently.

Additional Comments:

Personal Work Relationships: Incumbent works with a wide range of department and division personnel, the Division of Fish & Wildlife, Division of Forestry, Division of Nature Preserves, U.S. Army Corps of Engineers, nonprofit organizations associated with conservation, and the general public on routine and non-routine problems encountered in the Division and DNR’s efforts to fulfill its mission.
Physical Effort: Incumbent performs much of their duties in an office environment. Periodically travels to DNR properties and traverses all terrain on-foot for extended hours and participates in activities such as prescribed fire and works with/alongside heavy equipment. Vehicle travel over various ground conditions in all types of weather also necessary periodically.

Working Conditions: Work station for the position is in State Parks Central Office. Normal work schedule is Monday to Friday, but some weekend or after-hours work may be required for special activities, hunts, dedications, projects, etc. Approximately 60% of time is spent in an office environment, 40% in travel and field conditions. Some overnight travel likely required.

Benefits:
The State of Indiana offers a comprehensive benefit package which includes:

Medical / Dental / Vision plans
Health Savings Account available with Employer Contribution
Prescription Coverage
Employee Assistance Program
Employer-funded Retirement Plan
Deferred Compensation Plan with Employer Match
Flexible Spending Account
Work/life balance: 24 Paid Days Off and 12 Holidays, per year
Group Life Insurance
Public Service Loan Forgiveness Program

Want the specifics? Explore the Benefits of Working in State Government!

Equal Employment Opportunity:
The State of Indiana is an Equal Opportunity Employer.