Indiana DNR

Job Title: Hoosier Outdoor Heritage Coordinator

Job ID: 595796

Apply Before: 09/11/2015

Location: Marion County

Full/Part Time: Full-Time

Regular/Temporary: Regular

Salary: $37,778.00

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

Job Description:

Incumbent functions at a professional level as the Hoosier Outdoor Heritage Coordinator within the Department of Natural Resources, Division of Fish and Wildlife. Incumbent coordinates and directs the management, operation, and/or activities of DFW staff as they pertain to hunter/shooter/trapper R&R activities. The incumbent plays a key role applying professional knowledge, as well as knowledge of administrative and personnel practices and procedures, to effectively manage and enhance hunter/shooter/trapper R&R activities for all Hoosiers. Duties include providing leadership, coordination, direction, support and evaluation of R&R operations across the state. Incumbent must maintain communication and working relationship with the Chief of Wildlife, Staff Specialists, other Wildlife Region Supervisors, Wildlife Section Program Managers, as well as the staff of the Fisheries Section, the Environmental Unit and all other divisions within the Dept. of Natural Resources.

Responsibilities:

Provide direction, leadership, guidance and coordination to the Division’s hunting/shooting/trapping R&R programs to achieve Department/Division goals and objectives through the implementation of programs, policies, procedures, compliance with state and federal laws, and compliance with department and division rules and regulations. This includes overseeing and reviewing all facets of R&R projects, grants and partnerships

- Develop/maintain systems to track data related to R&R programs and participants
- Maintain communication and working relationships with the Wildlife Chief, wildlife section staff and other Departmental Staff to accomplish goals and objectives of the Division of Fish and Wildlife
- Travel throughout the state to evaluate division/section programs and projects
- Maintain direct contact and establish partnerships with agencies and private organizations involved in hunter/shooter/trapper R&R
- Review and manage program activities consistent with Division’s goals and objectives; federal and state laws; and the Division’s policies and procedures
- Troubleshoot personnel, budget, policy, financial, and operational difficulties.
• Represent the section/Division/Department on appropriate committees, boards, and councils that deal with hunter/shooter/trapper R&R programming
• Provide information to internal and external customers about the Division’s programs
• Manage the program consistent with the assurance given to the federal government to maintain eligibility for federal funding as it applies to grants
• Manage the day to day operations of his/her assigned office, to provide support, guidance, and assistance to field staff and to review, evaluate, and approve or disapprove all documents submitted to the central office for the purpose of planning, evaluation, purchasing, or providing information related to R&R programming
• Provide support to conservation education efforts around the state
• Prepare reports and evaluations, as necessary, for division or department executives, the governor’s office, or legislators.

Preferred Experience:

Specialized knowledge of principles, variables and interactions, management techniques, management practices, and procedures for hunter/shooter/trapper R&R programming developed through education, on the job training and relevant experience with a minimum of a Bachelor of Science degree in natural resources, education, or a similar field from an accredited college or university.

• Thorough knowledge of The North American Model of Conservation as well as experience with modern conservation and wildlife management practices.
• Thorough knowledge of equipment, tools, materials, and techniques necessary to carry out hunter/shooter/trapper R&R events.
• Thorough knowledge and understanding of state, department, and division administrative policies and procedures pertinent to the carrying out of responsibilities as a Hoosier Outdoor Heritage Coordinator.
• Thorough knowledge of the WSFR federal grant to fish and wildlife programs and grant management.
• Thorough and extensive knowledge of federal, state, and local rules, regulations, and laws that affect programs, projects, and activities within the Division.
• Thorough and extensive knowledge of and the ability to operate office equipment (i.e. computers, fax machines, copiers, telephone systems, cell phones, etc.), including a working knowledge of computer software to include WORD, EXCEL and ACCESS
• Knowledge and ability to safely operate a motor vehicle while obeying all state and federal laws and regulations, as well as Department and Division policies pertaining to operation of state equipment and vehicles
• Ability to be creative at solving problems and developing alternatives in response to unforeseen obstacles that come up unexpectedly.
• Ability to coordinate and motivate diverse employee personalities in order to meet Division goals and objectives.
• Experience organizing groups and event.
• Extensive ability to communicate with fellow professionals, Division and Department executives, subordinates, constituents, the general public, and the news media concerning Division programs and projects.

Additional Comments:

The incumbent performs duties in a variety of different environments, including an office environment, and field environment. Field environment can include inclement weather. The incumbent may be required to travel statewide and/or out-of-state to attend conferences, or assist with projects away from the office. Office duties require extensive computer operation.

Benefits:

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.
Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer.

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