

## **Title:** Wildlife Diversity Coordinator

### **Description:**

**Requisition Id:** 3592

**Salary:** \$63,276.00 – \$78,984.00

**Salary Grade:** S10

**Job Location:** Commission Headquarters (JEFFE1)

**Closing Date:** February 16, 2025

**Our Culture:** The Missouri Department of Conservation supports a culture of trusted professionals that is dedicated to our mission, responsible stewards, and believe in One MDC.

To learn more about the job, feel free to contact the hiring supervisor– Kelly M Rezac at [Kelly.Rezac@mdc.mo.gov](mailto:Kelly.Rezac@mdc.mo.gov) or at 573 5224115x3151. We'd love to hear from you!

### **Summary/Objective**

Oversee the statewide Wildlife Diversity and Endangered Species Program, which leads the Department's efforts to restore and maintain Missouri's full diversity of fish, wildlife, and plants in coordination with partners.

### **Essential Job Duties**

- Lead the inter-Branch Wildlife Diversity Coordination Team in developing and implementing a strategic approach to recover and conserve Missouri's full diversity of fish, wildlife and plant species, and identifying measures of success.
- Support Taxa Working Groups in development of outcome-based objectives for species recovery and conservation in collaboration with related programs and partners.

- Maintain strong, collaborative partnership with the U.S. Fish and Wildlife Service to inform species listing decisions, support the recovery of listed species, and prevent the need for future listings.
- Ensure MDC activities are compliant with the Endangered Species Act by conducting Section 7 reviews and developing and implementing compliance tools as needed.
- Lead implementation of the MDC Bat Habitat Conservation Plan by providing staff training, coordinating completion of all required elements and overseeing all monitoring and reporting requirements
- Develop and implement a strategic approach to the recovery of federal and state listed species, including the prioritization of research, survey and inventory needs.
- Coordinate with Taxa Leads and Protection Branch on any proposed changes to the list of State Endangered Species or regulations pertaining to State Endangered Species.
- Manage wildlife diversity related funding programs by updating proposal guidelines annually, coordinating proposal review and ranking, entering budgets, tracking expenditures and monitoring reporting requirements.
- Represent MDC on regional and national teams to support landscape-scale collaboration towards the recovery and conservation of species of conservation concern.
- Promote the appreciation of wildlife diversity through outreach efforts.

- Lead the Missouri Natural Heritage Program; supervise the Natural Heritage Database Specialist and the Environmental Review Analyst.

#### **Ancillary Job Duties**

- Coordinate with the Comprehensive Conservation Strategy (CCS) Working Group to inform revision of the Species of Greatest Conservation Need (SGCN) list and ensure the needs of SGCN are incorporated into the CCS and related planning and management efforts.
- Serve as primary contact and subject matter expert for State endangered species, federal listed species, Endangered Species Act, and CITES topics.
- Other duties as assigned.

#### **Education and Experience**

- Bachelor's Degree in Wildlife, Fisheries, Forestry, Ecological Sciences, Conservation Biology, or related.
- Master's Degree in related field preferred.
- At least five (5) years professional experience.
- Two (2) years in a supervisory and/or administrative capacity preferred.
- Must maintain a current, valid driver's license.

#### **Knowledge, Skills and Abilities**

- Advanced knowledge of Midwestern flora, fauna, and natural communities.
- Knowledge of ArcMap.

- Ability to keep focused on understanding, anticipating and responding to the needs of customers.
- Ability to define a problem, analyze relevant information, and develop solutions and plans to solve the problem.
- Ability to maintain focus and intensity, and remain optimistic and persistent even under adversity.
- Ability to develop and sustain cooperative working relationships.
- Excellent communication skills, both verbal and written.
- Ability to make independent decisions and act quickly and decisively on the determined course of action.
- Ability to handle multiple, diverse tasks of a complex nature and employ good time management techniques.
- Ability to build and sustain positive working relationships.
- Ability to travel and stay overnight on multiple consecutive nights, including out of state.
- Knowledge of principles of life history of fish, wildlife, and plant species and their habitat requirements.
- Ability to lead diverse teams, including collaboration, consensus building, and conflict resolution.
- Knowledge of Endangered Species Act policies and regulations is preferred.
- Ability to administer financial resources in a manner which instills public trust and accomplishes the Department's mission.
- Ability to accept change and new information and cope with job pressure and stress.

## **Work Environment**

- Work is performed in a standard office environment.
- Occasionally perform outdoors where hot, cold, wet and/or humid conditions exist.

## **Physical Abilities**

- Remain in a stationary position 70% of the time.
- Move about grounds, both inside and outside of buildings.
- Constantly operate a computer and other office productivity machinery.
- Occasionally position self to access items on shelves, under desks or in high or low areas.
- Frequently communicate and exchange accurate information.
- Clarity of vision and three-dimensional vision.
- Regularly lift up to 5 pounds, correctly lift up to 50 pounds.
- Regular attendance is a necessary and essential function.

## **Disclaimer**

*This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. The Missouri Department of Conservation reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management*

*reserves the right to change job descriptions, job duties, functions, and requirements.*

**Exemption Status/Special Notes**

This position has been determined to be **Exempt** according to the Fair Labor Standards Act. Employees must agree to accept compensatory time in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime Policy.

Salaried and hourly employees are expected to use a mobile device-cellular phone for Department business, as needed.

MDC promotes a Tobacco-Free (smoke and smokeless) working environment.

The Department of Conservation will only hire United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment or re-employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.