



## **WILDLIFE SPECIALIST SENIOR**

**“HDMS Systems Manager”**

**WILDLIFE MANAGEMENT DIVISION / HABITAT BRANCH / PHOENIX, AZ BASED**

**FLSA- Exempt / SALARY GRADE 22 / HIRING SALARY RANGE \$47,564 - \$80,000**

**REQUISITION #526135 / CLOSING DATE: 05/19/2024**

Join the only state agency in Arizona responsible for conserving and protecting more than 800 wildlife species. Be part of a passionate group of people who want to make a positive impact on outdoor recreation in Arizona by managing resources for safe, compatible opportunities for current and future generations. From fishing, boating and off-highway vehicle use to shooting sports, hunting and wildlife watching, Arizona Game and Fish supports it all. Our biologists use the best available science in their management actions, and our wildlife managers are on the ground in your communities making a difference every day. Opportunities abound beyond the field at AZGFD, so check us out and see what we’re all about! Consider joining our workforce today. AZGFD celebrates the diversity of Arizona’s people, landscapes and of course, wildlife. However you choose to enjoy Arizona’s wildlife and wild places, the outdoors is open for all.

The Arizona Game and Fish Department manages fish and wildlife in Arizona and under the authority of the Arizona Game and Fish Commission, creates and implements scientific methods and regulations to effectively manage fish and wildlife habitat via conservation, enforcement, hunting, fishing, watercraft and off-highway vehicle recreation, and shooting sports. The Arizona Game and Fish Department dedicates itself to excellence, values its employees and supports a culture of stewardship, teamwork and partnerships.

*The Department’s Heritage Data Management System (HDMS) is part of a global network of more than 80 Natural Heritage Programs and Conservation Data Centers. HDMS manages and interprets data on diverse species to help inform management, development, and conservation actions across the State. The HDMS Systems Manager will be responsible for developing and maintaining tools necessary to efficiently collect and disseminate species information to Department staff, external entities, and the public.*

**Description of Duties:** This position, under minimal supervision, will provide professional assistance to the HDMS Program relative to HDMS activities and products.

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*An equal opportunity, reasonable accommodations employer, the Arizona Game and Fish Department complies with the Americans with Disabilities Act of 1990. If you need accommodation in the employment process or this document in an alternative format, please contact our office at (623) 236-7326 or TTY 1-800-367-8939, prior to the closing date of the job in which you are interested. The Arizona Game & Fish Department is responsible for managing Arizona’s fish and wildlife resource as an enduring public trust. In addition, the Department is charged with promoting safe and responsible use of watercraft and off-highway vehicles. Funding is provided from the sale of licenses and permits; watercraft registration fees; federal excise taxes on firearms, fishing equipment, boats, and other sporting goods; State lottery revenues; donations on State income tax forms; and various contracts and grants. Department policy is set by the Arizona Game and Fish Commission, whose five members are appointed by the Governor. We stand in support of equality for and advancement of all people based on their qualifications and actions alone without regard to color, gender, age, religion, national origin, or disability.*



Major duties may include:

- Maintain HDMS computer systems and support software applications to facilitate HDMS operations in the tracking of special status wildlife species.
- Act as a team lead by providing job-related training to HDMS and other Department personnel, including training in wildlife distribution and interpreting raw field forms for special status wildlife, use of tools, and products and services available.
- Create SQL queries, R Scripts, and Crystal Reports to facilitate data exports to meet requests.
- Maintain software/databases, GIS tools, and HDMS web pages about special status wildlife species.
- Process locality-based data for special status species in Arizona through standardized procedures for inclusion into manual and computer files, including interpretation and quality control check of raw data.
- Retrieve data from computer and manual files, interpret, and distribute information about special status species, including distribution, biology, taxonomy, and ecology for use in products.
- Demonstrate field sampling techniques and survey methods in cooperation with other work units or workshop activities.
- Perform GIS analysis and create products as needed for teams and contracts
- Maintain the Point Observation Database and integration of Citizen Science and Scientific Activity License data.
- Develop web applications and other tools to make data available to customers, streamline processes, and automate workflows in the HDMS.
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:** The candidate will have knowledge of southwestern ecosystems, wildlife ecology and habitats; principles and practices of fish and wildlife management and conservation planning; field sampling techniques and general wildlife survey methodologies; HDMS; topographic maps; technology; computer operation including software for databases, map making, web development, and word processing; technical writing and editing techniques; technical biological literature; and Federal and State agencies as it relates to special state species management and conservation. The candidate will be skilled in coordinating work with colleagues and external entities; evaluating and interpreting detailed

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biological data; managing multiple projects at once; communication, both oral and written; reading of detailed topographic, land ownership, vegetation, and other agency maps to interpret topographic and ecological implications for special status species; Geographic Information Systems; relational databases, such as Oracle, SQL Server, and PostgreSQL. The candidate will have the ability to identify and resolve inconsistencies in biological and geographical data; handle detailed work with accuracy and speed; prepare neat, well organized, and timely work products with strict attention to detail; develop working relationships; develop recommendations of hardware and software needs, technology needs, and budget.

The preferred candidate will have knowledge of southwest ecosystems, rare species in Arizona, GIS software, relational databases (preferred in Oracle, SQL Server, and PostgreSQL), and expertise in R packages. They will also have experience with developing web pages and/or applications and coding in R, Python, SQL, or comparable language.

The candidate must have a Bachelor's degree in a wildlife science or related field as defined by the Department and three or more years experience as a Wildlife Specialist.

Employment is also contingent upon completion of a post-offer medical/physical examination and the agency's ability to reasonably accommodate any restrictions.

If this position requires driving or the use of a vehicle as an essential function of the job, then the following requirements apply. Any employee operating a motor vehicle on State business must possess and retain a current, valid class-appropriate driver's license, complete all required training, and successfully pass all necessary driver's license record checks. The license must be current, unexpired, and neither revoked or suspended. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records, and must complete all required driver training. An employee who operates a personally owned vehicle on state business shall maintain the statutorily required liability insurance (see Arizona Administrative Code (A.A.C.) R2-10-207.11).

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification program.

Our work environment offers training opportunities and encourages career development.

The State of Arizona offers an outstanding comprehensive benefits package including:

\* 13 days' of vacation

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- \* 12 sick days
- \* 10 paid holidays
- \* Participation in the nationally recognized Arizona State Retirement System
- \* Superior health care options
- \* Vision care, dental care, pharmacy benefits, and flexible spending account (options available)
- \* Life, long-term disability, and short-term disability insurance options are available
- \* Many more benefit programs are available

An Equal Employment Opportunity Agency

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