



PROGRAM PROJECT SPECIALIST II
“Watchable Wildlife Program Coordinator”
INFORMATION EDUCATION & RECREATION DIV / WILDLIFE RECREATION BRANCH
PHOENIX BASED
FLSA-NON-EXEMPT / SALARY GRADE 19 (\$33,435-\$59,812)
REQUISITION #46557 / CLOSING DATE: 5/8/2019

The mission of the Arizona Game & Fish Department is to conserve Arizona’s diverse wildlife resources and manage for safe, compatible outdoor recreation opportunities for current and future generations. It is our vision to be the national conservation leader supporting the continuation of the North American Model of Wildlife Conservation and Arizona’s most trusted, respected and credible source for wildlife conservation products, services and information.

Description of Duties: The Watchable Wildlife Program Coordinator position is responsible for developing and managing dynamic public experiences for the Department’s Watchable Wildlife Program; creating innovative messaging and deployment techniques to reach new audiences and convey the Department’s conservation message under direct supervision of the Watchable Wildlife Program Manager.

Major duties include:

- Plans, organizes, conducts, coordinates, and analyzes complex wildlife viewing and conservation projects
- Helps to set program priorities and provides technical guidance for partnership building in the wildlife viewing process statewide
- Assist in development and maintenance of entrepreneurial wildlife viewing program for the Arizona Game & Fish Department
- Coordinates events, presents programs, tracks resources and outcomes, helps to develop strategic and implementation plans
- Reports on complex projects and presents, studies, evaluates, and coordinates the state’s watchable wildlife program
- Develops and coordinates implementation of interagency agreements and projects and assist in managing and tracking budgets for multiple projects
- Performs other duties as assigned

Schedule may include working nights and weekends.

Knowledge, Skills & Abilities: The ideal candidate will have knowledge of project and performance management, event marketing, skills in creating dynamic customer experiences, wildlife viewing species and techniques, commercial market analysis, basic statistical analysis techniques, computerized and manual information management systems, grammar and writing techniques,

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.



Game and Fish laws, regulations, policies and procedures, and knowledge of state procurement processes including administering contracts and agreements and budget management.

The candidate must be skilled in data gathering, applying standardized sampling techniques and general wildlife survey techniques in field, developing and delivering presentations of a persuasive nature related to wildlife viewing, identifying new stakeholders, building strategic partnerships internally and externally, manual and automated data processing, statistical analysis, evaluation and interpretation data, verbal and written communication, public relations techniques, problem solving and promoting positive interpersonal relationships, project planning and execution, delegation and leadership, and applying various wildlife viewing recreation management techniques.

The ideal candidate must be able to exercise situational leadership and challenge performance goals, deliver both persuasive and educational presentations about wildlife viewing, plan coordinate and establish priorities with attention to detail and times lines, work under general direction, develop effective plans and methods for program improvements and to establish and maintain effective working relationships, provide guidance and expertise in the development and implantation of wildlife viewing programs, maintain working relationships, develop effective plans and methods for program improvements and develop teams to motivate superior performance. Candidates with a B.S. in Wildlife Management or related field are preferred.

A Level 1 fingerprint clearance issued in the selected candidate's name is required prior to appointment. Employment is contingent upon successful completion of a post-offer medical/physical examination and the agency's ability to reasonably accommodate any restrictions. This position requires the handling of wildlife, requiring rabies per-exposure vaccination series.

Position requires possession of and the ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12.).

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

- * 13 days of vacation
- * 12 sick days with accumulation benefits
- * 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

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer

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