



STATE OF ILLINOIS
Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271

<http://work.illinois.gov>

Invites applications for the position of:

NATURAL RESOURCES MANAGER I - OPT 2

An Equal Opportunity Employer

BID ID #: 12-46-5901

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: RC056

SALARY

Salary: Depends on Qualifications

OPENING DATE: 11/20/19

CLOSING DATE: 12/05/19 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under administrative direction of the Section Administrator, directs, coordinates, controls and evaluates the activities of the Statewide Wildlife Disease/Invasives Program; directs professional staff statewide; plans, develops, executes and evaluates policies procedures and management guidelines; administers and controls expenditures and allocates program resources; recommends changes in existing statutes, and review legislation and administrative orders; consults with the Section Administrator. Plans, coordinates and implements inter and intra-agency research projects; researches, compiles, prepares/presents technical papers and reports. Assists with the sections annual budget. Serves as full-line supervisor, assigns and reviews work; approves time off; provides guidance and training to assigned staff; adjusts first level grievances; effectively recommends and imposes discipline. consults with the Section Administrator in conducting and evaluating research and management studies, (e.g., Avian Influenza Distribution, Study of Heavy Metals, Toxic Contaminants and Disease of Whitetail Deer Amends and develops statutes and Department regulation to achieve better statewide disease management practices; explains and interprets Division programs and policies to the media. Represents the Section Administrator assigned meetings on an intra-state basis.

MINIMUM REQUIREMENTS

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in wildlife or natural heritage resource management or in a related biological science. Requires five years of progressively responsible professional experience in wildlife resource management. Requires thorough knowledge of disease and invasive wildlife programs. Requires thorough knowledge of natural resource and wildlife management planning theory. Requires ability to establish and maintain satisfactory working relationship with representatives from federal, state, local governments, conservation organizations, landowner organizations, landowners and the general public. Requires ability to direct staff and operations within geographical areas having wildlife disease outbreaks. Requires the ability to effectively communicate in oral and written form and especially be able to prepare and maintain complex reports and conduct formal public presentation. Requires a valid driver's license.

WORK HOURS & LOCATION/AGENCY CONTACT

Anticipated Starting Salary: \$4969-\$5714 per month
Current bargaining unit employees: CBA language applies
Full Bargaining Unit Range: \$4969-\$7317 per month

WORK HOURS

Monday – Friday, 8:00 am to 4:00 pm, ½-hour lunch, Saturday & Sunday off

WORK LOCATION

ORC Division of Wildlife
Lake-Le-Aqua-Na SRA
8542 N Lake Rd.
Lena, IL (Stephenson County)

WHERE TO APPLY

Department of Natural Resources
Attn: Paul Shelton
Wildlife Programs Section Head
One Natural Resources Way
Springfield, IL, 62702
Phone: 217-557-1052

*******PLEASE SEE NEW CMS GRADING PROCESS BELOW*******

CURRENT STATE EMPLOYEES seeking a promotion: Effective November 1, 2019, CMS Examining will no longer accept CMS-100B applications submitted directly from Applicants. Current state employees seeking a promotion should submit an official position vacancy [bid form](#) and [CMS-100B](#) (version dated 7/2019 or after) to the Agency Contact address listed above. Older versions of the CMS-100B will not be graded or returned to applicants. FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100-B VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

CURRENT STATE EMPLOYEES seeking a reduction and Former State Employees: - Submit an Official Position Vacancy [Bid Form](#) and [CMS-100](#) Employment Application (version dated 7/2019 or after) to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected.

CURRENT STATE EMPLOYEES seeking a transfer: Submit an Official Position Vacancy , [Transfer Request](#), and [CMS-100](#) Employment Application (version dated 7/2019 or after) to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

NON-STATE EMPLOYEES: Submit a [CMS-100](#) Employment Application (version dated 7/2019 or after) to the Agency Contact address listed above.

FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

HOW TO APPLY

Applications must be submitted during the posting period as noted in the instructions above and

forms can be found at Work.Illinois.Gov.

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Natural Resources Manager I:

Option 2 - Wildlife

[Class Specification](#)

[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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