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Brad Loveless, Secretary

Laura Kelly, Governor

## **PUBLIC LANDS MANAGER III – Position# K0233928**

This permanent, full-time unclassified position is located in the Public Lands Division, Region 2 and is directly supervised by Dustin Mengarelli, Public Lands Regional Supervisor.

This position is a professional management position in wildlife conservation and management for Milford Wildlife Area, Geary State Fishing Lake, and Washington State Fishing Lake. **The primary duty station for this position will be Milford Wildlife Area office.** Daily activities consist of developing and maintaining wildlife habitat and outdoor recreational facilities and providing public safety and assistance on assigned properties.

Responsibilities include: direct supervision of the full-time employees located at Milford Wildlife Area; budget preparation, coordination, and management for Milford Wildlife Area; purchasing supplies and equipment; directing and supervising land and habitat management work with an emphasis on moist soil management at Milford Wildlife Area, that includes managing inflows, wetland complex dynamics, pump monitoring and maintenance, wetland enhancement, and water rights issues; supervising and participating in the construction, maintenance, and repair of area buildings, equipment, dikes, water-control structures, roads, and all infrastructure; supervises, coordinates, and monitors agricultural permits to ensure positive benefits for all wildlife; provides public information and education; participates in scientific field studies and surveys; and actively participates in interviews, hiring, training and evaluation of permanent and seasonal employees.

The incumbent administers and participates in law enforcement activities on assigned areas; detects violations, makes arrests, collects evidence, prepares cases and testifies, as required-must be a credible witness in court; cooperates/coordinates with Natural Resource Officers and local law enforcement agencies to enforce laws, rules and regulations for the protection of resources, visitors and facilities.

**If an applicant is not currently law enforcement certified, our agency will send the successful applicant to the required training as listed below. Applicants do not have to be law enforcement certified to apply.** Upon notice of conditional offer of employment, successful candidate will be screened, tested, and assessed for admission into the Kansas Law Enforcement Training Center.

**BENEFITS:** Beginning hourly wage, \$27.69/hour; group health and life insurance; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation and parental leave.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in fisheries science/management or wildlife science/management AND four years of work experience. Other degrees relating to this field may be considered as determined relevant by the agency. Applicants with experience in managerial work over a wildlife area or other public lands, assisting with the responsibilities of conservation, operations, construction, maintenance, and public services will be given preference. The successful candidate must pass a background check and possess a valid driver's license.

**NECESSARY SPECIAL REQUIREMENTS:** This class requires the employee to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a.

This class requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position in this class, candidates cannot have been convicted of a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 992 (g) (8) and (9) To be eligible for certification in the state of Kansas, one must also be free of any diversions from a felony or misdemeanor domestic violence crime as set forth by the Kansas Law Enforcement Training Act.

Candidates for positions in this class must have the following: be a U.S. citizen; be 21 years of age at the time of appointment; free of conviction of any crime punishable by imprisonment in a federal penitentiary or a state prison; and be required to pass a physical exam administered by the hiring agency.

This class requires that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services, a pre-employment physical, a standard battery of psychological tests, a Truth Verification Examination Questionnaire, and VIPRE – Voice Stress Analyzer are required for admission into the Kansas Law Enforcement Training Center Basic Course.

**Because this position requires the employee to be certified as a Law Enforcement Officer by the Kansas Law Enforcement Training Commission, certain past and present personal behaviors can impact employee eligibility.**

**HOW TO APPLY:** Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle of the page under the Sunflower. From there either **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
  - **Email** - the **email** listed on the **Careers>My Contact Information** page.
  - **Notifications** - view the **Careers>My Job Notifications** page

**The following are the required items to apply:**

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) Employment application
- 5) an Authorization to Release Information form\*\* (this can be found at the following website):  
<https://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info> and,

*\*\*Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.*

- 6) Kansas Tax Clearance Certificate

**Kansas Tax Clearance Certificate:** Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <https://www.ksrevenue.org/taxclearance.html>. A **Tax Clearance** is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

**Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

**DEADLINE TO APPLY – December 28, 2020**

**The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply. Veteran's Preference Eligible.**