

**NONGAME HERPETOLOGIST**  
**Indiana Division of Fish & Wildlife**

**Job ID:** 607523 (<http://www.in.gov/spd/careers/>)

**Location:** Indiana Division of Fish & Wildlife Bloomington Field Office, Bloomington, IN

**Annual Salary:** \$52,208.00

**Application Deadline:** before April 13, 2017

**Description:** The Nongame Herpetologist functions at a professional level as a field research/management biologist in the Department of Natural Resources, Division of Fish and Wildlife, responsible for the statewide conservation and management of amphibians and reptiles in Indiana. Incumbent designs, coordinates, conducts, and evaluates scientific investigations on the ecology, conservation, and management of Indiana amphibian and reptile populations. Incumbent serves as the technical representative to state, regional, national and international working groups, private conservation organizations, and the Nongame Amphibian and Reptile Technical Advisory Committee. Position routinely provides applicable information to the general public, media, academic institutions, and natural resource agencies. The incumbent reports directly to the Wildlife Science Supervisor.

**Responsibilities:**

- Serve as Department and Division expert on Indiana amphibians and reptiles and as liaison to the Nongame Amphibian and Reptile Technical Advisory Committee.
- Design, initiate, budget, and conduct or coordinate statewide projects to collect data on the population status, distribution, relative abundance, resource utilization, demographics, and management needs of amphibians and reptiles, their habitat associations, and population response to changing environmental conditions, habitat management, and where applicable, implementation of recovery strategies.
- Direct data collection, data entry, data transfer, archiving, quality control, and quality assurance. Analyze and evaluate data to make determinations relative to the parameters listed above and provide critical interpretations of biological data.
- Prepare documents to obtain state and federal grant funds for projects that benefit Indiana's Species of Greatest Conservation Need and their habitats.
- Supervise and coordinate field and office-based activities of assistant biologists and intermittent employees.
- Prepare work profiles and conduct annual performance appraisals.
- Maintain all records required for purchasing, vehicles, travel, and inventory.
- Draft correspondence on issues requiring the signature of the Governor, DNR Director, Division Director, Wildlife Chief, Wildlife Science Program Manager, or Wildlife Science Supervisor.
- Prepare and review proposals to develop or modify Indiana Administrative Code, other legal statutes, or policies pertaining to wildlife resources.
- Prepare written reports and related documents to communicate project results including internal reports, peer reviewed manuscripts, popular articles (Outdoor Indiana, press releases), newsletters, symposia & workshop proceedings, and those needed to meet grant-specific reporting requirements.
- Prepare and give oral presentations at professional meetings at national, regional, state, and local levels.

- Respond to requests for information regarding Indiana amphibians and reptiles.
- Collaborate with resource professionals and university faculty on cooperative research and management efforts.
- Review technical journals and attend professional meetings regarding current issues related to amphibian and reptile conservation and management.

**Preferred Experience:** An advanced degree (M.S. or Ph.D) in wildlife science, wildlife biology, wildlife ecology, wildlife management, or a related natural sciences degree. Relevant work experience in amphibian and reptile conservation is desirable. Education and experience should meet or exceed The Wildlife Society's certification requirements of an Associate Wildlife Biologist.

- Specialized knowledge of biological principles, ecological variables and interactions, water and land management, and the life history/population dynamics of fish and wildlife species.
- Specialized knowledge of wildlife management and field techniques, scientific methods, procedures and theories, flora and fauna identification, and the ability to apply them in the management and study of fish and wildlife populations.
- Specialized knowledge of personal computers and relevant software (word processing, spreadsheets, database management, statistical packages, GIS, population modeling, and other pertinent applications).
- Working knowledge of state and federal laws pertaining to fish and wildlife.
- Working knowledge of animal care protocols, wildlife capture, handling, and immobilization techniques.
- Skills in administrative management including ability to budget and allocate existing funding and personnel resources.
- Strong interpersonal skills and leadership talents
- Operate and maintain research equipment and sampling devices such as radio-telemetry equipment, nets, traps, tagging and banding equipment, chemical immobilization equipment, microscopes, quantitative scales, dial calipers, planimeter, binoculars, and ocular stereoscopes.
- Understanding of basic remote sensing information, topographic maps, other planimetric and watershed maps, plat books, aerial photos, other cartographic products, and land survey descriptions.
- Experience operating and maintaining a variety of work, shop, office, and motorized equipment including trucks, trailers, boats, outboard motors, power tools, chainsaws, directional compasses, and hand tools.
- Experience with budgeting and allocating existing money and personnel resources.
- Skills to supervise staff and organize volunteers.

**Benefits:** The State of Indiana offers a comprehensive benefit package which includes:

Medical / Dental / Vision plans  
 Health Savings Account available - with Employer Contribution  
 Prescription Coverage  
 Incentive-based Wellness Program  
 Employee Assistance Program  
 Employer-funded Retirement Plan  
 Deferred Compensation Plan with Employer Match  
 Flexible Spending Account  
 Work/life balance: 24 Paid Days Off and 12 Holidays, per year

Group Life Insurance

Qualified Employer for the Public Service Loan Forgiveness Program

**Contact Person:** Scott Johnson; 317-234-9586; [sjohnson@dnr.in.gov](mailto:sjohnson@dnr.in.gov)