

# RESEARCH ADMINISTRATOR II- FWC - SES - 77000669

Date: Jun 26, 2019

**Location:** GAINESVILLE, FL, US, 32601

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Requisition No: 63677

Agency: Florida Fish and Wildlife Conservation Commission (FWC)

Working Title: RESEARCH ADMINISTRATOR II- FWC - SES - 77000669

Position Number: 77000669

Salary: \$58,147 Annually

**Posting Closing Date: 07/18/2019**

## **JOB DESCRIPTION**

This position serves as the Herpetological Research Subsection Leader in the Wildlife Research Section of the Fish and Wildlife Research Institute (FWRI) and will be based at the Wildlife Research Lab in Gainesville. Responsibilities include directing a statewide program of research on amphibians and reptiles. Coordinates with other FWC sections, divisions, and offices and other agencies and organizations in identifying and prioritizing information needs for management of reptiles and amphibians and in developing research to meet those needs. Fosters communication between the subsection and other divisions and sections in the agency and ensures subsection activities address agency information needs effectively and efficiently.

Conducts complex biological and ecological research on reptile and amphibian species and habitats. Designs and implements studies, obtains outside funding when appropriate, prepares and monitors study budgets, analyzes results and presents results through technical and popular publications, public presentations, seminars, and technical assistance.

Provides technical assistance on management and conservation of herpetofauna to the Commission, other FWC staff, other agencies and organizations, and the public through personal communications, correspondence and reports, presentations, and effective participation in teams and working groups. Coordinates technical input concerning herpetofauna for reviews of applications for state and federal permits. Promotes and participates in public outreach efforts.

Hires, mentors, and supervises Career Service and OPS biologists and technicians conducting research and management work on reptile and amphibian species and habitats. Develops and monitors annual subsection budgets and ensures that expenditures do not exceed spending authority.

## **MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited college or university with major course of study in one of the physical or natural sciences or mathematics and five years of professional experience in one of the physical or natural sciences or mathematics, two years of which must have been in a supervisory capacity; OR a master's degree from an accredited college or university with major course of study in one of the physical or natural sciences or mathematics and four years of professional experience as described above, two years of which must have been in a supervisory capacity; OR a doctorate from an accredited college or university with major course of study in one of the physical or natural sciences or mathematics and two years of professional supervisory experience as described above.

\*\*Candidates may be given preference if they have a doctorate from an accredited college or university with major course of study in reptile or amphibian research, four years of post-graduate wildlife research experience and experience in the management of scientific staff.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: wildlife management principles and practices; Florida's reptile and amphibian wildlife resources; and the terminology, principles, techniques, data collection and analysis methods, and equipment used in field and laboratory biological research. Skill in safe and proper use of scientific laboratory and field equipment, including vehicles. Ability to: manage and lead a biological research program; effectively supervise others, determine work priorities, assign work, and ensure completion of work assignments; establish and maintain effective working relationships with others; work effectively in a team environment; work cooperatively with others to identify and prioritize research needs and implement research and management activities; assess budgetary needs and develop and track budgets; formulate, follow, and ensure compliance with rules, policies, and procedures; design and conduct scientific research including collecting, recording, analyzing, and reporting biological data; prepare technical reports and articles; communicate effectively orally and in writing; work independently; solve problems and make decisions; work outdoors in extreme weather conditions and isolated locations; and travel as necessary for fieldwork and meetings. Maintain valid driver license.

In accordance with Section 1112.3145, Florida Statutes, any person who holds a position defined as "specified state employee" has financial disclosure responsibility and must disclose their financial interests with the Florida Commission on Ethics.

**TO APPLY:** Submit a complete and up-to-date State of Florida Employment Profile electronically in People First, by midnight on the closing date listed. **You must also submit a resume and cover letter in People First as attachments.** Note that supporting documentation does not replace the requirement for a completed State of Florida Employment Profile.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-

866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

**Nearest Major Market:** Gainesville

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