



STATE OF NEVADA
DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120
Reno, Nevada 89511
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TONY WASLEY
Director
LIZ O'BRIEN
Deputy Director
JACK ROBB
Deputy Director

Division Administrator, Conservation Education
Full-Time Unclassified Position

Posted: 07/21/2016

Annual Salary: Up to \$90,424

Salary is based on Employer/Employee Paid Retirement. Employer-Paid Retirement is available with a reduced annual salary.

Recruitment Open To: Open to all qualified persons
Position Location: Reno, Nevada (with moderate statewide travel)
Recruitment Close Date: Until Position Has Been Filled
Benefits: Paid medical, dental, and vision care; life and disability insurance; 11 paid holidays; 3 weeks each of annual and sick leave; State retirement system; and an optional tax deferred compensation plan. State employees do not contribute to Social Security but must contribute to Medicare.

The Division Administrator of Conservation Education directs a staff of 20 which includes Staff Conservation Educators, Public Information Officers, Conservation Educators, Administrative Assistants, and seasonal employees. The position requires strong public relations experience in order to develop an innovated strategy for statewide Conservation Education and Public Affairs programs. Statewide volunteer program, wildlife education, hunter education, and angler education are other program areas that the Division Administrator is also responsible for developing strategies and visions through strong leadership. Human Dimension data will be used to recruit and support a broad public audience through effective communication and unique outlets through social media. The position develops the Division's annual and biennial budgets along with develop and evaluate program goals and objects.

The position is also responsible for oversight and direction of:

- Web, online, digital and social media presence for the entire agency
- Response to inquiries from elected officials, the media, and the public
- Video production for news releases and public service announcements
- New releases, bulletins articles, correspondence related to special programs, issues, and events
- Preparation of audio-visual programs for the Wildlife Commission and State Legislature
- Advanced hunter education, Bow hunter education, National Archery in the Schools Program, Aquatic education, Angler education, and General wildlife education programs
- Wildlife interpretive projects
- Statewide volunteer program used to support agency-wide wildlife and habitat initiatives
- Development and implementation of a comprehensive plan for recruitment and retention of hunters, anglers and other outdoor users through a variety of creative and innovative methods
- Development and implementation of education and outreach plans to non-consumptive users of wildlife resources

Qualifications:

- Bachelor's degree from an accredited college or university in education, journalism, wildlife management, biology or closely related field and five years of progressively responsible professional experience in presenting and evaluating wildlife educational programs, writing news stories, preparing and presenting radio and television broadcasts, developing pamphlets, booklets or flyers and two years of supervisory experience
- OR, an equivalent combination of related education and experience associated with Conservation Education; Advanced degree from an accredited college or university is preferred.

Submit Resume, Transcripts, and Letter of Interest to:

Kristin Bowling, Personnel Officer
Department of Wildlife - Human Resources
6980 Sierra Center Parkway, Suite 120
Reno, NV 89511
Telephone: 775-688-1522 (voicemail available)
E-Mail: klbowling@ndow.org