



STATE OF NEVADA
DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120

Reno, Nevada 89511

Phone (775) 688-1500 • Fax (775) 688-1595

ALAN JENNE
Director

JORDAN GOSHERT
Deputy Director

VACANT
Deputy Director

Division Administrator - Habitat Management
Full-Time Unclassified Position

Posted: January 26, 2023

Annual Salary: Up to \$99,797

**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 Habitat Management Division reports to the Deputy Director – Resource Management. The Division Administrator of Habitat Management directs a staff of 46 of both permanent and seasonal positions that include Biologists, Staff Specialists, Wildlife Management Area Supervisors and Technicians, Equipment Mechanics, and Conservation Aids. This position is responsible for management, protection, research and monitoring of all programs and plans to ensure the health and vitality of Nevada’s habitat.

- Plans, develops and manages Habitat programs; establishes and evaluates priorities; coordinates activities between geographical regions, outside agencies and other Divisions in the Department.
- Attends and participates in Wildlife Commission meetings.
- Supervises a staff of Biologists, Habitat Staff Specialists, and administrative support personnel
- Prepares, controls, and monitors the Division’s budget.
- Develops, analyzes, and evaluates legislative proposals related to wildlife laws and regulations.
- Guide response to environmental impact statements and other federal land management plans or decisions.
- Position manages the review of proposed projects in the State which may impact Wildlife, such as land use, ecosystems, mining impacts, and water development.
- Manages the oversight of Wildlife Management Areas throughout State of Nevada.

Qualifications:

- Bachelor's degree from an accredited college or university in wildlife management, biology, or closely related field and five years of progressively responsible professional experience in wildlife management including at least two years of supervisory experience. Three years of the above experience must have been relevant to Habitat Management.
- **OR**, an equivalent combination of related education and experience; Advanced degree from an accredited college or university is preferred.

Location: This position is located in Northern Nevada at Headquarters in Reno, an area that offers an excellent quality of life and world-class recreation amenities. At an altitude of 4500 feet, there are four distinct seasons. Average temperatures range from winter lows in the 20s to summer highs in the 90s, characterized by low humidity. The sun shines more than 300 days per year, providing warm days, cool nights and blue skies. Reno is home to the University of Nevada Reno and Truckee Meadows Community College. In addition to a great location, the area offers a thriving arts scene, big-name entertainment, excellent air service, world class restaurants, access to the great outdoors – fishing, hunting and bating; golfing at several courses within the Tahoe/Reno/Carson City/Carson Valley areas; skiing in the Sierra Mountains and thousands of trails for hiking and biking.

Note: All interview related expenses are the responsibility of the applicant. No stipend is available for moving expenses for candidates not currently in Nevada State service.

To apply:

Submit Resume, Transcripts, and Letter of Interest to:

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