



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

CALEB MCADOO
Deputy Director

MIKE SCOTT
Deputy Director

Division Administrator – Wildlife Diversity
Full-Time Unclassified Position

Posted: February 07, 2024

Annual Salary: Up to \$ 111,773

*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; 12 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 Wildlife Diversity reports to the Director’s Office and is part of the Department of Wildlife’s Leadership Team, providing state-wide direction of the Diversity Division, including the management of 12 field biologists and Wildlife Staff Specialists. This position optimizes available funding in compliance with the associated requirements to meet management needs of non-game species, as well as supplants legal challenges based on the State’s attention and need for federal intervention via the Endangered Species Act. The position is responsible in developing and implementing programs in conjunction with the State Wildlife Action Plan to manage, enhance, and protect the non-game resources of the State of Nevada. The program integrates with existing game, fisheries, habitat, conservation education, and law enforcement programs as part of NDOW Leadership.

- Plans, develops and manages Diversity programs; establishes and evaluates priorities; coordinates activities between geographical regions, outside agencies and other Divisions in the Department.
Attends and participates in leadership level meetings including but not limited to: Nevada Board of Wildlife Commission meetings, Western Association of Fish and Wildlife Agencies (WAFWA) and Association of Fish and Wildlife Agencies (AFWA)
Prepares, controls, and monitors the Division’s budget in close coordination with the Director’s Office.
Develops, analyzes, and evaluates legislative proposals related to wildlife laws and regulations.
Guides responses of the Diversity Division to environmental impact statements and other federal land management plans or decisions as well as, managing the review of proposed projects in the State which may impact Wildlife, such as land use, ecosystems, mining impacts, renewable energy, and water development.

Qualifications:

- Bachelor's degree from an accredited college or university in wildlife management or closely related field and 5 years of experience in the wildlife management field; with 5 years of experience in program management, budgeting and supervision.
OR, an equivalent combination of related education and experience associated with Wildlife Diversity; Advanced degree from an accredited college or university is preferred.

Location: This position is located in northern Nevada at the Nevada Department of Wildlife’s (NDOW) 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 camping; 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.

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