

EDUCATION SECTION CHIEF - POSITION #K0229879

This permanent, full-time position is located in the Education Section of the Executive Services Division at the Pratt Operations Office; and is directly supervised by Mike Miller, Assistant Secretary of Wildlife, Fisheries and Boating.

The position is responsible for directing all aspects of the department's R3 and wildlife education programs. R3 – recruitment, retention and reactivation – is a relatively new, critical program designed to ensure the survival of the state's outdoor heritage and wildlife and fisheries conservation programs. The section chief supervises a full-time R3 coordinator position, overseeing department-wide R3 efforts that are directed at anglers, hunters and outdoor recreationists. The position also oversees delivery of statewide hunter, boater, wildlife and furharvester education programs, supervising three full-time education program coordinators. Additional responsibilities include oversight of the operation of Milford, Pratt, and Southeast Kansas nature centers, including supervision of the Southeast Kansas Nature Center director. Other statewide programs delivered by section staff include Becoming an Outdoors-Woman, Archery in the Schools, Student Air Rifle Program, EcoMeets, Outdoor Wildlife Learning Sites, advanced hunter education and outdoor skills events. This position will coordinate shooting range grants, prepare and monitor section budgets, and ensure education delivery and communication methods adapt and evolve with changing audience preferences and technology advancements.

BENEFITS: Beginning annual salary, \$70,077/year; group health and life insurance; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM QUALIFICATIONS: Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency. Prefer experience in wildlife conservation, education, communications or a closely related field. A valid drivers' license is required. Candidates who possess knowledge of teaching and communication techniques, a bachelor's degree in education or a natural resources subject, and who have an extensive knowledge and demonstrated experience in wildlife and outdoor education are preferred. The successful candidate must pass a background check.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click on **Jobs** on the left side of the screen and then click in the middle under the Sunflower. From there either **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email** and **My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) KDWPPT employment application
- 5) an authorization to release information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info> and,

***Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.*

- 6) Kansas Tax Clearance Certificate

Kansas Tax Clearance Certificate: Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <https://www.ksrevenue.org/taxclearance.html>. A [Tax Clearance](#) is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – POSTMARK: July 10, 2020

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply. Veteran's Preference Eligible.