



Job Security

NO. 2004-48

In-Service  
Training

Class Code 8339

Liberal  
Vacation

OPEN COMPETITIVE AND PROMOTIONAL

# JOB OPPORTUNITIES

MISSOURI DEPARTMENT OF CONSERVATION

Retirement

## RESOURCE SCIENTIST (GRASSLAND BOTANIST)

Cafeteria  
Plan

SALARY RANGE: Annually \$36,384 - \$64,848

Beginning salary normally will be \$36,384 - \$38,580 depending upon qualifications, experience and education.

Major  
Medical

LOCATION OF POSITION: Applications are being accepted to fill a salaried position located in Clinton, Missouri. Applications for this position may be used to fill future openings.

Life  
Insurance

WHO MAY APPLY: Anyone meeting the qualifications stipulated on the attached sheet.

Mail Order  
Prescription  
Drugs

HOW TO APPLY: Submit a standard Application for Employment reflecting a complete record of education and experience to Human Resources, P. O. Box 180, Jefferson City, Missouri 65102.

CLOSING DATE: Applications must be received in the Central Office at Jefferson City, Missouri by 5:00 p.m., Friday, April 23, 2004.

Deferred  
Compensation

### SELECTION PROCEDURES:

Eligibility Determination: Eligibility will be determined based on the information shown on the Application for Employment and any attachments.

Long Term  
Disability  
Insurance

Applicant Evaluation Panel: The best qualified applicants, based on an objective rating of education and experience, will be invited to appear before an Applicant Evaluation Panel.

See attachment for qualifications required and other information.

Sick Leave

If you are a person with a disability and need accommodation, contact Human Resources Division at (573)751-4115.

Credit Union

Application form can be obtained from:

Human Resources Division, Department of Conservation  
P. O. Box 180, Jefferson City, Missouri 65102 Telephone (573) 751-4115  
Fax (573) 522-1787, Missouri Relay Center 1-800-735-2966 (TDD)  
Missouri Conservation Internet (<http://www.mdc.mo.gov/about/jobs/>)

04/02/04-M

## THE DEPARTMENT

The Conservation Commission is responsible for the control, management, restoration, and conservation of the fish, wildlife, and forest resources of Missouri.

The Commission was created by an amendment to the Missouri State Constitution. The four Commissioners are appointed by the Governor and confirmed by the Senate for a term of six years. No more than two may be from the same political party. The Department is completely free of partisan politics and is considered a model conservation agency. Financing is primarily from the sale of hunting and fishing permits and a 1/8th of 1% sales tax voted by the citizens of Missouri to implement an expanded conservation program. Federal aid funds are also received from several sources.

The Department has divisions responsible for Administrative Services, Fisheries, Forestry, Human Resources, Outreach and Education, Private Land Services, Protection, Resource Science and Wildlife.

## POLITICAL ACTIVITIES

Your political view is not a consideration in obtaining and holding your job with the Department. How you vote and whether you contribute to any political party is your own business. No employee of the Department may take any active part in politics or political campaigns, but all employees are urged to vote their convictions.

## EMPLOYEE BENEFITS

In addition to salary, the Department provides these "fringe benefits":

1. Paid vacations.
2. Paid sick leave.
3. Paid holidays.
4. A paid group life insurance plan with option to purchase additional coverage.
5. A group health insurance plan.
6. State retirement plan is fully paid by the Department.
7. Credit Union for the employees.
8. Social Security benefits.
9. Workers' Compensation.
10. Employee Safety Program.
11. Deferred Compensation.
12. Cafeteria Program.
13. Paid Long Term Disability Insurance.
14. Mail Order Prescription Drugs.
15. Accidental Death and Dismemberment Insurance.
16. Dependent Life Insurance.
17. Employee Wellness Program.
18. Employee Assistance Program.

**ANNOUNCEMENT NO. 2004-48**

**RESOURCE SCIENTIST (GRASSLAND BOTANIST) (CS H)**

**CLASS CODE 8339**

**DUTIES AND RESPONSIBILITIES:**

The principle responsibility of this position is to design and conduct management evaluations and field research projects related to grassland ecosystem management in cooperation with Department of Conservation staff, universities, other state and federal agencies and non-government partners.

Under the supervision of a Resource Science Supervisor (Grasslands Systems Field Station), this Resource Scientist is responsible for:

**RESEARCH:**

Serves as principal investigator on applied grassland research focused on the monitoring and control of invasive and exotic plants, native grassland restoration including the harvest, processing and storage of seed and cultural practices to establish various mixtures of native plants for wildlife habitat enhancement, forage production and erosion control.

Initiates, designs, conducts and coordinates applied scientific research involving grassland plant competition and plant/soil/soil micro-organism interactions, with emphasis on grassland-associated plant species of conservation concern and on the development of objective criteria for grassland plant community management.

Initiates, designs, conducts and coordinates components of multidisciplinary, long-term systems-level research projects.

Collaborates with interagency research/management professionals and university faculty on cooperative, applied research efforts focused on maintaining/increasing biodiversity on public and privately owned grasslands in ways that benefit grazing livestock, native plants and animals.

**MONITORING AND GRASSLAND MANAGEMENT:**

Coordinates the collection, analysis and archival of vegetation data collected as part of ongoing Management Evaluation projects and for priority monitoring conducted within nine Grassland Coalition Focus Areas in Missouri.

Designs and conducts surveys of grassland vegetation diversity and structure, with emphasis on invasive and exotic plant species and plants of conservation concern.

Monitors native plant seed production on public prairies and in seed production nursery beds, and monitors the progress of restoration plantings on public land.

Coordinates the entry of Heritage records with biologists and maintains portions of the Heritage Database relevant to native grassland plant biodiversity.

Works closely with managers and other researchers to suggest and implement holistic management strategies that protect grassland plant biodiversity, effectively control invasive and exotic plants, and encourage the use of native plants in livestock grazing systems.

### **TECHNICAL SUPPORT:**

Assists public area managers in the design, conduction and analysis of the results of vegetation monitoring projects.

Works comfortably with teams of grassland managers to merge new principles of adaptive resource management with historically successful grassland management techniques.

Provides scientific technical support to managers, administrators and educators.

Reviews grazing, prescribed fire, restoration planting and other grassland management plans at the request of managers and reviews notices of intent and proposals for the Federal Register; serves as grassland community plant ecologist and as Heritage Specialist for Resource Science Division.

### **INFORMATION TRANSFER:**

Provides training technical guidance related to the identification, monitoring, establishment and management of grassland-associated plants.

Uses effective writing skills to prepare final reports, journal manuscripts and popular articles summarizing scientific research projects for distribution to managers, administrators, policy makers, educators, other researchers, the media and the public.

Uses effective speaking skills to communicate technical information to managers, administrators, policy makers, educators, other researchers, the media and the public.

Develops and conducts training for managers, administrators, educators, other researchers and the public regarding grassland ecosystem processes and management.

Responds to public inquiries about issues involving grasslands, grassland plants and the establishment of native plants to benefit wildlife management efforts and livestock grazing systems.

Develops effective communication partnerships with natural resource and livestock production non-governmental organizations.

Provides information to regional field staff, state and federal agencies and the public regarding new technologies and research findings to improve efficiency and effectiveness of management practices, including continuing education workshops and training courses.

### **BUSINESS MANAGEMENT/SUPERVISION:**

Supervises one-three temporary workers and up to one permanent employee responsible for conducting multiple, annual plant monitoring and grassland restoration evaluations statewide.

Develops an annual budget and work plan, tracks accomplishment of work objectives, and assesses annual work performance.

Pursues external grants to augment research project funding.

Prepares Federal Aid and other reports as required and performs other duties as required.

### **QUALIFICATIONS:**

This position requires a broad range of education and experience relative to grassland plant taxonomy and vegetation monitoring protocols. Graduation from an accredited college or university with a Master's Degree in Botany or Plant Science, Soil Science or in a related biological science with substantial course work in plant taxonomy, soils, microbiology, statistics and experimental design and at least two (2) years of progressively responsible professional experience in botany, biology or plant science or an equivalent combination of education and experience.

### **CORE COMPETENCIES AND SPECIAL ABILITY REQUIREMENTS:**

Ability to accept all responsibilities of the job and assigned tasks.

Ability to use provided computer technology to enhance the quality of work and programs.

Ability to keep focused on understanding, anticipating and responding to the needs of customers.

Ability to administer financial resources in a manner which instills public trust and accomplishes the Department's Mission.

Ability to accept change and new information and cope with job pressure and stress.

Ability to identify internal and external politics that impact the work of the Department.

Ability to define a problem, analyze relevant information, develop solutions and solve problems.

Ability to maintain focus and intensity, and remain optimistic and persistent even under adversity.  
Ability to develop and sustain cooperative working relationships.

Ability to demonstrate technical proficiency in areas of responsibility.

Ability to create and sustain an atmosphere in which timely, quality information flows between self and others and to express facts and ideas in a convincing manner whether one-on-one or within or before groups.

Ability to take a long-term view of the Department's or Unit's direction and articulate a vision which integrates key program goals, priorities, values and other factors.

Ability to demonstrate regular and predictable attendance.

Ability to effectively use personal computers and software.

Ability to use excellent oral and written communication skills effectively.

Ability to function well in a team setting.

Ability to operate a motor vehicle and have or obtain a Missouri Operator's License by the date of employment.

Ability to coordinate administrative and management activities to achieve Department goals.

Ability to give overall guidance and direction to staff and assure their programs are properly carried out in achieving an efficient and productive operation.

Ability to make administrative and supervisory decisions in a wide range of management areas including budgeting and personnel.

Ability to make independent decisions and act quickly and decisively on the determined course of action.

Ability to engage in vigorous physical activity for extended periods of time in extreme hot and cold temperatures.

Ability to travel and work for up to two weeks away from official domicile.

Ability to establish and maintain effective working relationships with community leaders, personnel of other governmental agencies, private conservation organizations, Department staff and the general public.

Ability to work evenings, Saturdays and Sundays when needed.

**CONDITIONS OF EMPLOYMENT:**

This position has been determined to be exempt according to the Fair Labor Standards Act. Employees must agree to accept compensatory time off in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime policy.

Prospective salaried employees need not be residents of Missouri at the time of interview; however, they must become residents on or after employment within a reasonable period.

Smoking is prohibited in all owned, rented or leased Department of Conservation offices, buildings, and similar facilities, in Department aircraft, and in vehicles.

The Department of Conservation will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment or re-employment must submit to a drug screen following offer of employment.