

HATCHERY MANAGER – Position# K0233883

This unclassified, full-time position is located in the Fisheries Division, Pratt Fish Hatchery, and is directly supervised by Dan Mosier, Senior Manager of Fish Culture.

The incumbent oversees and coordinates culture work for Pratt Fish Hatchery; plans, supervises and coordinates work assignments, facility operation and maintenance of all facility fish production; hires, supervises and evaluates permanent and temporary employees; coordinates and implements all aspects of hatchery operation, which includes pond preparation, pond stocking densities, water quality monitoring, facility water use, fish spawning and artificial hatching, feeding, disease identification and treatment, vegetation control, fish harvest and transport; prepares and submits administrative and operational reports, bid specifications and orders for fish feed, chemicals and equipment; prepares facility budget and tracks expenditures, monitors and reports utility usage, water usage and quality; compiles fish production and stocking records for the hatchery; supervises the maintenance of earthen-diked fish production ponds; vehicles, equipment and operational buildings and residences; coordinates and participates in the dissemination of section and agency information via tours, programs and various media forms; and completes special projects, as assigned.

Must live within 15 minutes of the hatchery.

Upon employment, the following licenses will be required:

- State of Kansas Driver's License
- Commercial Applicator License - Category 5 for Aquatic Pesticides

BENEFITS: Beginning salary, \$70,078.20; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation and parental leave.

MINIMUM REQUIREMENTS: Bachelor's degree in fisheries science/management or wildlife science/management and three years of work experience. Education may be substituted by the agency. Applicants with job knowledge and/or experience in fisheries management will be given preference. 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 in the middle under the Sunflower. From there either **Sign into** 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) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks 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.**

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.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – October 11, 2024

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.