

PUBLIC LANDS MANAGER II - Position #K0233843

This permanent, full-time unclassified position is located in the Public Lands Division, Region 2 and is directly supervised by Dustin Mengarelli, Public Lands Regional Supervisor.

Key Responsibilities:

- This position is a professional management position in wildlife conservation and management for Hillsdale Wildlife Area, Rutlader Wildlife Area, Miami and Middle Creek State Fishing Lakes, and Osawatomie Fishing Access Area.
- **The primary duty station for this position will be the Hillsdale State Park Office.**
- Daily activities consist of developing and maintaining wildlife habitat and outdoor recreation facilities and providing public safety and assistance on assigned properties.
- Responsibilities include: budget preparation and expenditure tracking; preparing documents, reports, and management plans.
- Assists other divisions and various state and federal agencies with environmental issues.
- Purchases supplies and equipment.
- Participates, directs, and supervises land and habitat management work.
- Administers agricultural leases.
- Supervises and participates in the construction, maintenance and repair of area buildings, equipment, and roads.
- Provides public information through website updates and local media.
- Promotes wildlife conservation through public speaking, writing and general contact; participates in scientific field studies and surveys.
- Actively participates in interviews, hiring, and training of seasonal employees.
- Requires a high level of understanding of rangeland management and proficiency in prescribed fire operations.
- Administers and participates in law enforcement activities on assigned areas; detects violations, makes arrests, collects evidence, prepares cases and testifies, as required-must be a credible witness in court; cooperates/coordinates with Natural Resource Officers and local law enforcement agencies to enforce laws, rules and regulations for the protection of resources, visitors and facilities.

Post Offer Conditions:

- **If an applicant is not currently law enforcement certified, our agency will send the successful applicant to the required training as listed below. Applicants do not have to be law enforcement certified to apply.**
- Upon notice of conditional offer of employment, successful candidate will be screened, tested, and assessed for admission into the Kansas Law Enforcement Training Center.

Benefits:

- **Salary:** Beginning hourly wage \$28.37/hr
- **Health and Insurance:** Immediate group health, dental and vision coverage and life insurance coverage.
- **Retirement and Options:** Kansas Police and Fire Retirement plan and optional deferred compensation.
- **Paid Leave:** Holidays, sick leave, vacation leave, and parental leave.

Minimum Requirements:

- Bachelor's Degree in fisheries science/management or wildlife science/management or other degrees relating to this field as determined relevant by the agency strongly preferred. Education may be substituted for experience as determined relevant by the agency.
- Two years of experience in directing a field office with operations relevant to the agency's operations.
- Applicants with experience in managerial work over a wildlife area or other public lands, assisting with the responsibilities of conservation, operations, construction, maintenance, and public services will be given preference.
- Must possess & maintain a valid driver's license and the ability to pass a background check required.

Necessary Special Requirements:

- The employee is required to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a.
- The position requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position, candidates cannot have been convicted of a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 992 (g) (8) and (9). To be eligible for certification in the state of Kansas, one must also be free of any diversions from a felony or misdemeanor domestic violence crime as set forth by the Kansas Law Enforcement Training Act.

- Candidates for these positions must have the following: be a U.S. citizen; be 21 years of age at the time of appointment; free of conviction of any crime punishable by imprisonment in a federal penitentiary or a state prison; and be required to pass a physical exam administered by the hiring agency.
- This position requires that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services.
- **Because this position requires the employee to be certified as a Law Enforcement Officer by the Kansas Law Enforcement Training Commission, certain past and present personal behaviors can impact employee eligibility.**

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 (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 – August 29, 2025

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.