



**STATE OF ILLINOIS**  
 Department of Natural Resources  
 One Natural Resources Way  
 Springfield, IL 62702-1271

<http://work.illinois.gov>

Invites applications for the position of:

**NATURAL RESOURCES MANAGER I - OPT 2**

*An Equal Opportunity Employer*

**BID ID #:** 12-46-6097

**JOB TYPE:** Full-Time

**NUMBER OF VACANCIES:** 1

**PLAN/BU:** RC056

**SALARY**

Salary: Depends on Qualifications

**OPENING DATE:** 12/17/20

**CLOSING DATE:** 12/31/20 05:00 PM

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

Charged with preserving, protecting and promoting Illinois' natural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

Under administrative direction of the section Administrator, directs, coordinates, controls and evaluates the activities of the Statewide Wildlife Disease/Invasive Program; directs professional staff statewide; plans, develops, executes and evaluates policies, procedures and management guidelines; administers and controls expenditures and allocates program resources; recommends changes in existing statutes, and reviews legislation and administrative orders. Researches, compiles, prepares/presents technical papers and reports. Assists with the section's annual budget. Serves as full-line supervisor, assigns and reviews work; approves time off; provides guidance and training to assigned staff; adjusts first level grievances; effectively recommends and imposes discipline. Consults with the Section Administrator in conducting and evaluating research and management studies (e.g., Avian Influenza Distribution, Study of Heavy Metals, Toxic Contaminants and Disease of Whitetail Deer. Amends and develops statutes and Department regulations to achieve better statewide disease management practices; explains and interprets Division programs and policies to the media. Represents the Section Administrator at assigned meetings on an intra-state basis.

**MINIMUM REQUIREMENTS**

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in wildlife or natural heritage resource management or in a related biological science. Requires five years progressively responsible professional experience in wildlife resource

management. Requires thorough knowledge of disease and invasive wildlife programs. Requires thorough knowledge of natural resource and wildlife management planning theory. Requires ability to establish and maintain satisfactory working relationships with representatives from federal, state, local governments, conservation organizations, landowner organizations, landowners and the general public. Requires ability to direct staff and operations within geographical areas having wildlife disease outbreaks. Requires the ability to effectively communicate in oral and written form and especially be able to prepare and maintain complex reports and conduct formal public presentations. Requires a valid driver's license.

### **WORK HOURS & LOCATION/AGENCY CONTACT**

**Anticipated Starting Salary:** \$5200-5658

**Current bargaining unit employees: CBA language applies**

**Full Bargaining Unit Range:** \$5200-7583 per month

#### **WORK HOURS**

Monday - Friday, 8:00 am to 4:00 pm, 1/2-hour lunch, Saturday & Sunday off

#### **WORK LOCATION**

Office of Resource Conservation, Division of Wildlife, Lake-Le-Aqua-NA State Recreation Area, 8542 N. Lake Rd., Lena, IL (Stephenson County)

#### **WHERE TO APPLY**

Illinois Department of Natural Resources

Division of Wildlife

Attn: Mike Wefer

One Natural Resources Way

Springfield, IL 62702

217-557-0475

OR E-MAIL: [mike.wefer@illinois.gov](mailto:mike.wefer@illinois.gov) and put the BID ID # in the subject line

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

### **HOW TO APPLY**

Applications must be submitted during the posting period as noted in the instructions above and forms can be found at [Work.Illinois.Gov](http://Work.Illinois.Gov).

**\*\*\*\*\*PLEASE SEE NEW CMS GRADING PROCESS BELOW\*\*\*\*\***

**If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please [click here](#).**

**Please include the Bid ID# on all employment applications. Signatures are required on the bid form and employment application. Failure to include the Bid ID# or signature will result**

in the employment application being rejected.

**CURRENT STATE EMPLOYEES seeking a promotion:** Effective November 1, 2019, CMS Examining will no longer accept CMS-100B applications submitted directly from Applicants. Current state employees seeking a promotion should submit an official position vacancy [bid form](#) and [CMS-100B](#) (version dated 9/2020 or after) to the Agency Contact address listed above. Older versions of the CMS-100B will not be graded or returned to applicants. FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100-B VERSION DATED 9/2020 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

**CURRENT STATE EMPLOYEES seeking a reduction and Former State Employees:** - Submit an Official Position Vacancy [Bid Form](#) and [CMS-100](#) Employment Application (version dated 9/2020 or after) to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected.

**CURRENT STATE EMPLOYEES seeking a transfer:** Submit an Official Position Vacancy , [Transfer Request](#), and [CMS-100](#) Employment Application (version dated 9/2020 or after) to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 9/2020 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

**NON-STATE EMPLOYEES:** Submit a [CMS-100](#) Employment Application (version dated 9/2020 or after) to the Agency Contact address listed above. FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 9/2020 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Additional Documentation for Natural Resources Manager I:****Option 2 - Wildlife**[Class Specification](#)[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

**NOTE:** Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://work.illinois.gov>

Job #12-46-6097  
NATURAL RESOURCES MANAGER I - OPT 2  
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