

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



**Aquatic Resources Program Specialist (PA
FISH & BOAT COMMISSION EMPLOYEES
ONLY)**

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$49,076.00 - \$74,641.00 Annually
JOB TYPE: Civil Service Permanent Full-Time
DEPARTMENT: Fish & Boat Commission
LOCATION: Bucks County
OPENING DATE: 08/07/19
CLOSING DATE: 08/21/19 11:59 PM
JOB CODE: 61235
POSITION NUMBER: 187797

BARGAINING UNIT: C3
PAY GROUP: 07

BUREAU/DIVISION: Bureau of Outreach, Education & Marketing, Education Section
WORKSITE ADDRESS: Tyler State Park
WORKSITE ADDRESS: 101 Swamp Road
CITY: Newton
ZIP CODE: 18940
CONTACT NAME: Colleen Henning
CONTACT PHONE: 717-705-7826
CONTACT EMAIL: chenning@pa.gov

THE POSITION:

Requisition Number: I-2019-53209

Work Hours: Monday-Friday, 8:00 am - 4:00 pm; ½ hour lunch. (37 ½ hour work week)

Selected candidate must obtain Act 153 Child Abuse Clearances entailing a State Police background check, a Department of Human Services background check and a FBI fingerprint check.

Seniority provisions are not applicable. This is a Management position.

****THIS JOB POSTING IS ONLY OPEN TO EMPLOYEES OF THE PENNSYLVANIA FISH AND BOAT COMMISSION.****

DESCRIPTION OF WORK:

This position serves as a regional coordinator for activities within the Bureau of Outreach, Education, and Marketing. The employee in this position plans, develops and implements Agency programs and initiatives intended to increase interest and safe participation in boating, fishing and other aquatic based recreation within the assigned region. Employee works cooperatively with other Commission staff on the development of communication, education, marketing, promotional and outreach plans and initiatives. Employee is responsible for the implementation of communication, education, marketing, promotional and outreach plans and initiatives within the region and on a statewide basis as assigned. The position is responsible for these activities in the counties included in the Commission's Bureau of Law Enforcement's Southeast Region.

Develop regional programs by assessing communication, education, marketing, promotional and outreach needs for the assigned area, developing strategies and plans to meet those needs, prepare support materials and coordinate the delivery of these programs. As assigned, develops programs of a statewide nature.

Supervise two regional education specialists, instructors and volunteers engaged in aquatic resources program development and implementation activities. Plan, assign, and direct subordinate personnel and volunteers in conducting the aquatic resources recreation, conservation education and boating and water safety programs.

Establish and maintain effective working relationships with key media contacts. Duties include providing contacts with information on important PFBC initiatives, programs or fishing and boating opportunities.

Prepare and distribute press releases and coordinate communication with media outlets within the region and statewide as assigned.

Coordinate social media activity within the region; supervises the social media activities of the regional education staff. This includes planning, scheduling, reviewing, and monitoring of public response to posts.

Serve as Commission media representative on local or regional matters and statewide as assigned. This includes providing interviews, coordinating press events, and demonstrations.

Prepare speeches, talking points, speaker notes, radio scripts and other material to be used by agency officials in contact with the public or media.

Plan, develop, organize and manage promotional activities, events and gatherings for the purpose of providing the media and public at large with information about the Commission, its programs and fishing and boating opportunities.

Assist in the administration, consultation and evaluation of aquatic resources recreation education programs managed by the PA Fish and Boat Commission; analyze and evaluate program proposals, develop program initiatives and guidelines, and develop materials that effectively describe aquatic recreation, education and safety programs.

Work cooperatively with other agency staff in the administration of grant funds and other program support to local or regional partners engaged in providing educational and/or recreation programs, services or access to fishing and boating.

Implements current research and best practices to develop new and expanded programs to increase interest and participation in fishing and boating recreation (especially targeted at youth and families with children) and aquatic resource stewardship.

Encourage and promotes aquatic resources recreation, education and safety programs by conferring and collaborating with regional educational, conservation, civic, agricultural, youth, safety, boating and sportsmen's groups.

Represent the agency in regional professional organizations engaged in aquatic resource recreation, conservation education, media, travel and tourism, and boating and water safety. As assigned, represents the agency on a statewide or national level.

Plans, develops and implements education and training programs designed to assist Commission staff,

other Commonwealth staff and professionals within the region engaged in delivery of educational and recreational programs and services.

Work closely with other regional education and law enforcement staff to ensure appropriate and timely delivery of information and materials in all regional education programming.

Assist and support other Division staff in the development of instructional materials for schools and organizations including course outlines, visual aids, audio, and exhibits.

Assist and support other Division staff in the development of pamphlets and brochures, write articles for newspapers and magazines, designs models, displays and visual aids for use in public exhibits, schools, and information centers.

Coordinate and assist Division staff in the pre- and post-production of video presentations. This includes planning, preparation and review of story treatment and script, gathering story assets, post-production, and distribution of final products. This position functions as a lead worker on these activities as assigned.

Develop and implements information, safety or interpretive exhibit and signage plans for Commission facilities and Commission controlled properties.

Manage and coordinate shows, expos and other promotional events within the region.

NECESSARY SPECIAL REQUIREMENT:

1. Possession of valid driver's license.
2. Cardiopulmonary Resuscitation (CPR) Certificate.

Essential Functions

1. Coordination of Outreach Division activities within SE Region.
2. Scheduling and coordinating the implementation of programs within the region to meet statewide program needs.
3. Use of computer software including MS Word, Excel, and PowerPoint.
4. Public speaking and instruction.
5. Basic knowledge and skills for boating and fishing equipment maintenance and repair.
6. Able to lift canoes and kayaks onto vehicle carrier or canoe trailer.
7. Travel with occasional overnight.
8. Full range of supervisory duties.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Eligibility – all candidates: Required Experience, Training & Eligibility:

Two years of professional experience in the administration, planning, or development of aquatic resources programs that included one year of experience in the development and implementation of aquatic resources education programs.

or

Any equivalent combination of experience and training which must include one year of experience in the development and implementation of aquatic resources education programs.

2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Merit System Employment Regulations.

NECESSARY SPECIAL REQUIREMENT:

1. Possession of valid driver's license.
2. Cardiopulmonary Resuscitation (CPR) Certificate.

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion Without Examination
- Lateral Transfer
- Reassignment
- Voluntary Demotion

Promotion Without Examination:

Class Restrictions for Promotion Without Examination Only

1. You must have or have held regular civil service status in one of the following classifications:

We will consider applications from current PFBC employees in Pay Scale Group 6 classifications for which there is a logical occupational, functional or career developmental relationship to this posted position. ALL applicants must meet the minimum experience and training requirements.

Selection Criteria

1. Minimum experience and training required for the job.
2. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than needs improvement or fails to meet standards.
3. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date.

How to Apply

Interested qualified applicants must apply through NEOGOV and attach the following applicable documents by the posting closing date:

- Resume.
- Most recent Regular or Probationary Employee Performance Review.
- For Voluntary Demotion: A memo/letter indicating you will accept the appropriate reduction in salary.

You must ensure your submission includes sufficient detail of time periods, experience, and qualifications to show that you meet the Minimum Experience and Training Requirement listed on the posting. If the information you provide is not detailed enough to show that you meet these requirements, you will be considered **NOT QUALIFIED** regardless of whether you possess the necessary qualifications.

Failure to comply with the above application requirements will eliminate you from consideration for this position.

All applicants must apply through NeoGov.

If you need an accommodation for the interview due to a disability, please call the number listed above.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

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