



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FISH & WILDLIFE INFORMATION SPEC II

Job Number: 20001584

Job Code: 81810V000101

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 10/16/1997

Job Revised: 01/16/2009

Grade: 13	Salary (MIN - MID):	Special Entrance Rate:
	\$16,432-\$21,875 - Hourly	NONE
	\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the work of employees. Informs, interprets, conveys and explains fishery and wildlife management techniques, concepts and programs, hunting and fishing statutes and regulations, licensing requirements, and other wildlife-related recreational and conservation opportunities to the public. Responds to public requests for wildlife related information through direct verbal explanation, electronic written response, researching, creating or otherwise supplying written and illustrated publications, signage, graphics, advertisements, fine art productions, exhibits and displays. Coordinates and contributes to the production, distribution and subscription processes of Kentucky Afield Magazine, numerous hunting, fishing, wildlife viewing and other promotional materials. Reviews web versions of publications for accuracy and assists public with web applications to obtain licenses, download information and apply for various permits. Coordinates, develops and consults with other employees on the conceptual and graphic design and fine art illustration, production and construction of professional visual and hands-on interpretative support and promotional materials for public education programs, indoor and outdoor displays and exhibits that incorporate live wildlife, native plants and various types of wildlife habitat offered at the Salato Wildlife Education Center; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in graphic arts, communications, art, journalism, public relations, English, biological sciences or a related field.

EXPERIENCE:

Must have two years of experience in a position related to the duties and responsibilities of this job title.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in painting, sculpting, photography or other fine art illustration or depiction of wildlife or nature-related topics; computer-generated design and graphic illustration of wildlife-related publications or exhibits; feature or news style writing for publications that address the hunting and fishing sports, wildlife-associated recreation, or fisheries and wildlife management, or experience in customer relations and informational services will substitute on a year-for-year basis for required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

GRAPHICS OPTION: Coordinates, designs, creates and produces illustrations, computer-generated graphics, photographs and three-dimensional exhibits. Coordinates and may serve as agency liaison with contract printers and contract exhibit designers and builders. Generates by computer desk-top publishing layout and overall design and illustration of Kentucky Afield - The Magazine and other four-color process publications and agency reports. Coordinates and produces all interpretive signage, fine art wildlife illustrations and paintings and computer or conventional graphics for Salato Wildlife Center educational displays and promotional exhibits for other agency facilities and displays on conservation-related programs. COMMUNICATION OPTION: Coordinates, researches, creates, assembles, explains and /or distributes information and promotional articles on fish and wildlife conservation and management-related topics through the following venues: direct verbal or written response, writing articles for Kentucky Afield - The Magazine, weekly Kentucky Afield feature news column and other agency publications. Coordinates, assimilates, proofs and interprets verbally or in writing, fish and wildlife statutes and regulations into non-technical terminology used as copy in various agency-produced fishing, hunting and boating informational guide books. Coordinates and interacts routinely with both the organized media and the public-at-large through production of news releases, one-on-one contacts, correspondence and phone response to disseminate fish and wildlife information and to respond to related inquiries. Coordinates, organizes and sets up press conferences, media and promotional events, trades shows and fairs, and workshops for agency programs and activities.

UNIQUE PHYSICAL REQUIREMENTS:

Settings may include rugged terrain, water and other landscape hazards normally associated with the outdoors.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Generally located in a normal office setting with frequent trips to the field or other facilities for research, planning, interviews and photography for magazine articles, and on-site evaluation, photo documentation, sketching, design, construction, revision and maintenance work for exhibits and displays.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.