

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION

Working Title: Brook Trout Reserves Project Coordinator

Classification: Program and Policy Analyst – Advanced

Work Location: Peshtigo, Florence

Position Number: 529313

Purpose of the Position: Lead coordination and communication with federal partners, tribal entities, state government, local government, and non-profit conservation organizations to draft fish passage policy recommendations for northern Wisconsin. Initially, this position will collaborate with staff from DNR, the U.S. Forest Service (USFS), the U.S. Fish & Wildlife Service (USFWS), county highway departments, external partners, and local township governments to identify and prioritize stream crossing barriers, plan appropriate aquatic connectivity actions within the state's largest Brook Trout Reserve, the headwaters of the Oconto and Peshtigo Rivers (Brook Trout Reserve Area #41). Lead planning efforts for specific habitat restoration and enhancement projects (including aquatic connectivity projects) in northern Wisconsin with a focus on Brook Trout Reserve areas. These efforts will contribute toward the objectives of Great Lakes Restoration Initiative (GLRI) Action Plan Focus Area Four. This position is funded by U.S. EPA GLRI grants and will be responsible for reporting on grant progress and meeting grant deliverables.

Habitat Restoration and Resiliency: This position will be responsible for coordinating with partners to identify, scope, and design projects that will result in improved resiliency of priority brook trout stream habitat. Habitat restoration project development will include identifying partners, feasibility of site locations, and estimates of funding that would be needed to complete the project within a specified timeframe including information about agreements with landowners/stakeholders, restoration designs, and data collection needed for design. This position will be responsible to provide a 10-year strategic plan for directing future habitat work in the streams located in this geographical area (BTR#41).

This position will travel substantially to field offices and sites within the region.

Responsibilities and Accountabilities

Time % Goals and Worker Activities

55% A. Lead all aspects of project management for the Brook Trout Reserves Project with a focus on BTR41.

A1. Build team, collaborate to construct a team of partners.

A2. Lead team to develop prioritization system; team will determine metrics and objectives, develop methodology/criteria for prioritization of projects.

A3. analyze spatial data on crossings to inform, prioritize crossings, assess infrastructure impacts, share prioritization results with the team and determine amendments as needed.

A4. Develop feasible habitat projects by identifying partners, habitat objectives, community needs, funding estimates and timeframes, including information about landowner/stakeholder agreements, conceptual restoration designs, and any data or assessment needs.

A4. Identify issues other than fish passage that need remediation; land use, riparian zone and afforestation, wetland restoration, in-stream habitat structures, and other habitat remediation (besides aquatic connectivity).

A5. Developing an implementation strategy to remediate fish passage barriers within identified BTRs.

A6. Drafting a 10-year plan to prioritize fish passage barrier remediation within BTR 41.

10% B. Coordinating and leading field activities to augment existing stream crossing inventory data.

B1. Identify gaps in stream crossing inventory data set.

B2. As necessary, lead field crews to gather information on stream crossings to augment existing stream crossing inventory.

B3. Enter data in Great Lakes Stream Crossing data system when field data are collected to keep the inventory current.

20% C. Drafting reports as deliverables of the project.

C1. Drafting a 10-year plan to prioritize fish passage barrier remediation within BTR 41; includes an implementation strategy to remediate fish passage barriers within identified BTRs.

C2. Author reports to meet all GLRI reporting deadlines.

10% D. Strategic outreach activities.

D1. Identify and share funding opportunities with partners. Determine available resources for highly ranked projects; talk to partners to assess available resources.

D2. Where applicable, author grant funding proposals to begin implementation of the 10-year plan.

D3. Seek out opportunities to promote BTR 41 projects: present to federal partners, tribal entities, state government, local government, non-profit conservation organizations, and professional societies.

5% E. Organizational Responsiveness

E1. Participate in section and East District meetings and contribute to team efforts as directed by supervisor.

E2. Respond to customer inquiries related to the Brook Trout Reserves project.

E3. Respond to media inquiries related to the Brook Trout Reserves project.

E4. Complete mandatory trainings per agency policy.

Position Requirements: Valid Driver's License

Skills, Abilities, Knowledge

Ratings	Skills & Abilities
	Ability to Lead Teams/Work Effectively with Groups <ul style="list-style-type: none">• Uses facilitation skills to effectively lead the work of a team.• Experience finding appropriate roles for team members and partner organizations to effectively leverage skills and complete projects efficiently.• Works cooperatively with others toward accomplishment of a shared goal as opposed to working separately or competitively.• Leverages own strength to effectively contribute to the project goals.• Reinforces the team concept through actions and communications.• Inspires others through a positive "can-do" attitude; encourages others to sustain interest and involvement through the group tasks or project.
	Effective Communication <ul style="list-style-type: none">• Ability to communicate effectively both written and oral.• Clearly conveys and receives information and ideas through a variety of media to and from individuals or groups in a manner that engages and helps them understand and retain the message.

	<ul style="list-style-type: none"> • As necessary, translates complex or technical information or processes to lay audience/customers. • Technical writing skills, particularly in writing grant applications, preparing thorough documentation in the development of habitat project plans and reports.
	<p>Builds Trusting Relationships & Partnerships</p> <ul style="list-style-type: none"> • Builds and effectively utilizes relationships and influences informal networks to achieve goals. • Shares knowledge and builds trust with colleagues, partners and superiors. • Evokes trust from others by keeping commitments, recognizing individual contributors, setting a personal example, and building shared goals, values and vision. • Demonstrated ability to fill multiple roles in project partnerships and work flexible hours (as necessary) to meet project and partner needs. • Demonstrates personal integrity and high ethical standards in all transactions.
	<p>Problem Solving & Organizational Skills</p> <ul style="list-style-type: none"> • Ability to work independently and be self-motivated to take action to meet critical project goals • Coordinates realistic time frames, prioritizes tasks, sets milestones, sequences activities and delivers accurate and technically proficient work in a timely manner. • Demonstrates sound professional judgment in analyses and decisions. Works to understand a complex situation, issue, or problem by breaking it down into smaller pieces and can track implications or consequences. • Despite any difficulties or resistance encountered, shows sustained enthusiasm for technical and intellectually complex tasks and problem solving.
	<p>Technical and Analytical Skills</p> <ul style="list-style-type: none"> • Ability to use GIS to generate complex maps and analyze potential impacts/benefits from proposed projects to terrestrial and aquatic habitats • Ability to manipulate and statistically analyze large data sets • Ability to conduct field surveys • (preferred only) Ability to read and interpret engineering plans

Rating	Knowledge Upon Appointment
	Knowledge of biological and ecological principles as they relate to streams, wetlands, water quality, and fish and wildlife species and habitat management.
	Knowledge of stream and river ecosystems, resource management, aquatic connectivity, water quality issues, aquatic invasive species, and other issues affecting them.
	Knowledge of the methods used in environmental monitoring, particularly those used to collect and sample stream habitat and fish and wildlife populations.
	Habitat protection and restoration principles and approaches for aquatic and terrestrial ecosystems.
	Principles of collaborative problem solving and group planning processes.