

Classification: Conservation Biologist - Advanced

Working Title: Organisms in Trade Coordinator

Location: Madison

Position Summary: This full time equivalent federal **project position** is responsible for the coordination, development, and implementation of our statewide efforts to stop the introduction of new invasive species through commerce and trade into Wisconsin. This position is a member of the Department Invasive Species Team (DIST) and serves as a Central Office consultant and coordinator for the department's statewide invasive species rule (NR 40) training and outreach program for plant nurseries, aquatic plant retailers, pet dealers, plant and seed wholesalers, horticulture, and similar industries as part of a federally funded grant project. Working closely with the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) and the WDNR Department Invasive Species Team (DIST), outreach efforts through presentations and written communication will focus on groups such as the Wisconsin Nursery and Landscape Federation, private nurseries, garden centers, seed producers, bait dealers, pet/aquarium industries, online and out of state vendors and wholesalers, farmers markets, craft stores, botanical gardens, arboretums, master gardener groups, and universities to prevent NR 40 regulated species from being sold and introduced into the state. This position will provide updates and training to department staff on NR40. The position works with UW-Extension agents and specialists, university personnel, other governmental agencies, and department staff to update and develop outreach and guidance materials related to regulated invasive species. This position will also contribute to the design, development, and maintenance of regulatory guidance documents, training curricula, compliance publications, audio-visual products, web presentations, and exhibits. This position will coordinate NR40 permits relating to sales or distribution of regulated species, and work with permit holders to certify adherence to permit requirements. The end date for the position is December 31, 2023, though renewal may be possible.

GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS: This position is located in Madison at GEFII with responsibilities statewide. Frequent travel within the state for meetings, training, outreach, and site inspections will be required.

SCOPE OF AUTHORITY: This position works under general supervision and reports to the Species Management Section Team Leader within the Bureau of Natural Heritage Conservation.

Goals & Activities:

35 % A. Statewide Consultation, Training and Outreach

- A1. Serve as the department's principal expert on invasive species in trade and commerce.
- A2. Provide program and policy advice to the department, its administration, external stakeholder groups and state, regional and federal agencies.
- A3. Provide organisms in trade expertise to the Department Invasive Species Team.
- A4. Work with program staff to determine training and technical assistance needs and priority audiences within the regulated industry sector.
- A5. Assist partner groups with planning and conducting local/regional training and outreach.
- A6. Serve as a member of the NHC Plants and Natural Communities team
- A7. Serve as a member of the Department Invasive Species Team.

25 % B. Program Coordination

- B1. In collaboration with department leadership and partners, lead the development, evaluation and implementation of the department's statewide, proactive approach to eliminating the introduction of new invasive species into Wisconsin via trade and commerce.
- B2. Work with department law enforcement staff to coordinate investigations, follow up on reports made by the public and agency personnel and assure compliance with detected violations.
- B3. Lead the creation and maintenance of a comprehensive OIT database between partners that will allow for analysis of trends of species introduction via the OIT pathways over time.

20 % C. Policy Development and Implementation

- C1. Contribute to the revision of NR40 and provide periodic updates and training to department staff on NR40 revisions.
- C2. Coordinate NR40 permits relating to sales or distribution of regulated species, and work with permit holders to certify adherence to permit requirements
- C3. Work with department law enforcement staff to develop and implement an aquatic vendor certification program.
- C4. Support the work of DATCP, department Law Enforcement, and other department partners to identify NR40 violations through retail and internet sales.

15 % D. Program Communications & Partnerships

- D1. Work with the Department Invasive Species Team to develop and implement a communication plan for organisms in trade.
- D2. Coordinate outreach and communications to department staff and partners relevant to organisms in trade.

5 % E. Organizational Responsiveness

- E1. Maintain knowledge of DNR Core Values and adhere to them in the course of daily business.
- E2. Review and keep abreast of changes in knowledge and practices of position-related activities in responsibilities.
- E3. Participate in job-related training and organizational meetings as assigned by supervisor.
- E4. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
- E5. Perform other position-related duties as assigned.
- E6. Follow all general and position-related safety requirements.

Physical Requirements and Environmental Factors:

Sedentary work, exerting up to 20 pounds of force occasionally for no more than 10% of the time; sitting will occur over 75% of the time. The position will spend approximately 90% of the time indoors, as well as travel throughout the state for meetings.

Telework Evaluation:

Limited telework may be an option for this position.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of basic principles related to invasive species biology (introduction pathways, establishment, competition, interactions, impacts on biodiversity).
2. Knowledge of invasive species prevention, control and management principles.
3. Knowledge of state statutes, administrative rules, policies, and programs applicable to invasive species prevention, control and management.
4. Knowledge of ecosystem management and natural resources planning, including landscape-scale approaches for natural community, critical habitat, and species conservation.
5. Knowledge of ecological, economic, and social foundations of natural resource management especially.
6. Skill in leading and working collaboratively with teams of professionals to identify priorities, goals, objectives, and implementation strategies for invasive species prevention, management and control policies.
7. Skill in partnership development and maintaining communication with key partner groups.
8. Skill in public communication/participation concepts and practices.
9. Ability to work in a productive, cooperative manner with persons who may be in violation of NR 40.
10. Ability to creatively solve problems.

ADDENDUM

Department Competencies (Department Performance Objectives):

Safety: Ensures a culture of safety within the work unit. Demonstrate responsibility for the safety and health of employees. Monitor effectiveness and ideas for improvement. Ensures that staff is provided safety information and training, and for insures that all operations are performed with the utmost regard for the safety and health.

Decision Making: Able to analyze situations fully and accurately to reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible, at the correct level of decision hierarchy. The desired outcomes for this competency include excellence and credibility in decision making.

Service Excellence: Makes customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately. The desired outcome for this competency is a strong connection to our customers.

Effective Communications: Able to express ideas in a clear, concise and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are being expressed. Openly shares information and keeps all relevant parties updated. The desired outcome for this competency is strategic unity built on trust.

Interpersonal Relationships: Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. The desired outcome of this competency is a shared mind set and pool of meaning.

Leadership: Fosters and encourages support from his/her team to accomplish objectives, follow procedures, and accepts suggestions; inspires confidence and respect; motivates people to achieve agency goals and objectives; promotes respect, honesty, integrity, and fairness to all. Enforces standards/rules fairly and consistently and leads with courage. The desired outcomes for this competency are accountability through ownership of the work, staff alignment with agency direction, and full engagement of all employees.