



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

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| <b>Job Title:</b> ASSISTANT DIRECTOR OF OPERATIONS | <b>Grade:</b> 21           |
| <b>Division:</b> Executive Staff                   | <b>Job Code:</b> 4908      |
| <b>Reports To:</b> Director                        | <b>FLSA Status:</b> Exempt |

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Director, is responsible for maintaining a working knowledge of current state and federal legislation. Responsible for management and operations of the programs and projects of the Information and Education Division, Law Enforcement Division, Wildlife Division, Fish Division and Federal Aid Section. Coordinate Department planning and operations with state and regional associations, governmental agencies, NGO's, wildlife associations, and sportsman's groups as they relate to wildlife conservation. Perform other administrative duties as assigned. Provide leadership in the implementation and administration of all policies as determined by the Commission and in the development and achievement of overall department programs. Responsible for strategic planning and implementation for Fish, Wildlife, Federal Aid, Information and Education and Law Enforcement.

### JOB DUTIES

Assist with the Department's long range planning and participate in formulating long-range objectives for the Department and in recommending state legislation. Determine objectives and goals of the department within framework of policies set by Commission.

Responsible for recommendations concerning, and/or, implementation of Divisional reorganization.

Direct and supervise all Division Chiefs and Section heads listed under job summary. Responsible for performance appraisals and training of the above individuals. Counsel subordinates and personnel on job-related problems. Recommend termination or dismissal of subordinates to superior when such occasions arise.

Coordinate and plan operations of the Divisions and Sections, as listed in summary above. Coordinate Department planning and operation with various state and federal government agencies and legislature.

Coordinate personnel matters including recruitment, selection, and disciplinary actions.

Oversee federally funded programs.

Coordinate interdivisional activities.

Administer the following activities: Budget and budget oversight, oil and gas leasing, development and production, property sales, land purchases, financial approval of Federal programs, Federal Aid reimbursements, and vehicle purchases.

May serve as Acting Director in the Directors absence. Perform and/or coordinate other tasks as assigned by the Director.

May prepare executive correspondence to Congress, state legislators, governmental agencies, fish and game associations and individuals.

Keep informed on state and federal active legislation and advises Director and staff of any action needed; draft appropriate reports or letters.

May be required from time to time to perform other daily non-management duties as assigned by the Director.

Prepare position or policy statements on pertinent issues; distributes to proper persons, groups or agencies.

Negotiate contracts, licenses, and agreements with other agencies.

Maintain a working knowledge of federal grant programs and recommends participation in those that are applicable.

Maintain a working knowledge of Department inter-agency agreements and procedures; keeps the Director and staff informed of non-Department projects with which they should be concerned.

Reorganizes, as needed and with Director approval, Wildlife, Fish, Law Enforcement, Information and Education and Federal Aid sections.

Coordinates and participates in Department matters including recruitment, hiring, disciplinary actions, promotions and terminations.

Represent the Director on various inter-agency committees appointed by the Governor, at meetings of national associations, commissions, in negotiations with federal agencies as directed, and represent the Director in public meetings.

Review job description-specifications at least annually with the pertinent supervisors to assure that job duties and specifications reflect accurately any changes that might have occurred in each job.

Present information and educational speeches and programs for various groups and organizations throughout the state to promote wildlife conservation and the objectives of the Department.

Responsible for the Agencies field inventory accountability that includes equipment, land, structures, and heavy equipment and vehicles.

Implement Legislative changes in respective Divisions.

Prepare draft legislation as needed and track all wildlife related legislative bills.

#### **Must have the ability to:**

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use a personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

#### **REQUIREMENTS:**

**Education:** Bachelor's Degree in Wildlife Management, Fisheries Management, Communication, or related field from an accredited college or university.

**Experience:** Nine years previous related experience. At least five years' experience must include supervisory responsibility.

**Knowledge and Skills:** Position requires extensive contact with the public. Requires high level knowledge of and experience in Department objectives, policies, regulations, wildlife and fisheries, and natural resource management, state wildlife laws and legislative procedures and practices. It requires experience in drafting budgets and budget requests and operating within established budgets. Requires good judgment and the ability to effectively communicate, negotiate, plan strategy, and implement directives and programs to support the Department's mission and goals. Requires decisions to be made on a wide variety of complex and changing problems. Requires careful analysis of the effect of the solution on other activities and overall coordination within the Department. Involves a high degree of resourcefulness, independent judgment, initiative and long-range planning. Has access to, or works daily, with a wide range of confidential materials.

All Department employees may be on duty call 24 hours per day as determined by the Director.

#### **SALARY AND BENEFITS:**

The salary for this position is commensurate with education and experience. In addition to salary, the Department and State of Oklahoma offer an extensive benefits package comprised of generous vacation and sick leave, health, dental, life, disability, and a Defined Contribution retirement plan. The benefit package includes a generous benefit allowance that may pay all or a portion of benefit choices, depending on individual selections, and a longevity bonus plan. Professional liability is covered by the Oklahoma Tort Claims Act.