



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> REGIONAL SUPERVISOR	<b>Grade:</b> 17
<b>Division:</b> FISHERIES	<b>Job Code:</b> 6122
<b>Reports To:</b> Assistant Chief	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Assistant Chief, will develop and participate in the development of both short and long range fisheries management and research projects. Is responsible for planning, organizing and directing, and successful completion of assigned projects within a large region of the state containing lakes, reservoirs, ponds and streams. Must be familiar with the principles and procedures of fisheries management and research, techniques of analyzing water and identification of aquatic organisms, and all standard chemical and biological techniques utilized in modern fisheries management and research. Supervise permanent and temporary highly skilled employees as well as clerical personnel and seasonal laborers. Accurately observe, record and analyze scientific data and prepare and submit detailed reports.

### JOB DUTIES

Participate in the development of annual and long range fisheries research and management projects, and objectives in assigned region and statewide, and submits monthly and annual reports as required.

Prepare an annual operating budget for the region and budgets for assigned projects supported by federal funds for submission to, and approval of supervisor.

Establish and interpret policies for subordinates to guide work on assigned projects, for the proper collection, acquisition, processing and filing of data, office materials, field samples, equipment and supplies for the general administration of personnel and supplies.

Coordinate and integrate region activities with overall division and department goals and efforts. Responsible for training and orientation of all new employees.

Periodically conduct fish population surveys using standardized sampling and other procedures. Submit fisheries management reports for region lakes and implements management recommendations to improve fisheries.

Disseminate technical information on variety of topics through newspapers, radio, television, speaking engagements, instructional clinics, etc.

Coordinate Boating and Fishing Access Projects in the region with city, state or other agency officials.

Requires reasonable expertise in using various machinery, tools and equipment including fisheries sampling equipment, fish hauling equipment, water quality sampling equipment, laboratory equipment, hand and power tools, and personal computers.

May be required to perform additional duties as assigned.

### MUST HAVE THE ABILITY TO:

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms, cutting torch, and welding equipment.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Ability to push / pull a minimum of 50 pounds to hook up trailers, load boats, and various other equipment.
- Walk and jog over rough terrain for extended periods of time.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, and stay overnight out of town.

- Handle wild animals in live and dead condition, including field dressing wild game.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Operate and use small and hand held equipment and supplies.
- Use personal computer and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day / night audio and visual surveys.
- Must be able to swim.

**REQUIREMENTS:**

**EDUCATION and EXPERIENCE:** Requires a Bachelor's Degree with an emphasis on fisheries biology from an accredited college or university, plus a minimum of nine years related experience of which two years must include supervisory responsibility.

Or a Master's Degree with seven years related experience of which two years must include supervisory responsibility.

**KNOWLEDGE AND SKILLS:** Knowledge and background of applied fisheries management principles and techniques, operation and use of boats, motors, sampling equipment, personal computers and database, statistics, spreadsheet and word processing software. Must have skill in public relations, presenting agency programs, explaining controversial decisions to the public, and establishing and maintaining working relationships with subordinates and other in and outside the agency.