



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Senior Specialist	<b>Grade:</b> 16
<b>Division:</b> Information and Education	<b>Job Code:</b> 6997
<b>Reports To:</b> Information and Education Supervisor	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the general supervision of the Information and Education Supervisor, and in addition to the duties of an Information and Education Specialist, will be responsible for duties related to facilitation, coordination and execution of that segment of the Information/Education program for which they oversee. Will supervise an Information and Education Technician or Specialist. Prepare budgets, reports, serve on assigned committees and represent the Department at assigned meetings or hearings. Fulfill other job duties of an Information and Education Specialist, plus serve as leader for sponsorship coordination with organizations, provide follow-up and coordinating recognition efforts. Must be able to establish and maintain effective working relationships with others. May be required to perform other duties as assigned. May be required to be certified as a Reserve Game Warden and participate in the inter-divisional training program to better assist with other agency projects.

Marketing Emphasis: Responsible marketing and promotion efforts aimed at increasing effectiveness of programs, tracking and engaging customers, growing brand recognition and increasing revenue. These duties will include researching marketing opportunities, developing, coordinating and implementing the program, including establishing goals, objectives and tracking key program accountabilities.

Coordinate production of outreach efforts including habitat patches, waterfowl stamp, and Cy Curtis program. Develop and schedule booth displays and community outreach events.

### JOB DUTIES

Develop specific goals, plans, schedules and oversees implementation of activities to accomplish the broad objectives assigned by supervisor.

Prepare and submit for supervisor approval an annual operating budget as well as individual budgets for assigned projects.

Write and oversee purchasing requisitions as per agency guidelines. Plan work, vacation and holiday schedules for employees.

Delegate specific task assignments to employees, clearly defining the extent of their responsibilities, authority and accountability.

Assure that materials and equipment for performing these tasks are available, while delegating the responsibility of completing the assignments to employees.

Direct all work activities within the Information section or Education section and with all section personnel.

May participate in interviews for prospective full-time employees.

Orient new employees and handles directly or supervises their training and instruction.

Take corrective actions as necessary and submit annual job performance appraisals for each employee to supervisor. Establish and interpret policies for subordinates to guide work on assigned projects.

Integrate/direct publications, audio-visual, education programs and Internet activities to streamline the Information and Education Division's performance and communicate more effectively with internal and external customers.

Recommend to supervisor ways to better integrate the activities of the Information or Education section with the overall Division efforts.

May also be required to write, edit, shoot photographs or appear as “talent” in broadcasts.

Will oversee special efforts as assigned by supervisor.

**Must have the ability to:**

- Must have the ability to operate boats, motor vehicles, tractors, trucks, and ATVs with various attachments.
- Be proficient in use of computers and various software applications.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards, including resource trunks, boxes of equipment, signs, cages, and photographic equipment.
- Walk/jog over rough terrain for extended periods and swim.
- Work extended hours, weekends, and travel with possible overnight stays out of town.
- Endure various extreme of outdoor weather conditions.
- Operate and use firearms.

**REQUIREMENTS:**

**EDUCATION:** Bachelor’s Degree in wildlife management, journalism, education or other related degree from an accredited college or university.

**Experience:** Requires nine years related experience. Six years must be at the Specialist level at the Wildlife Department or equivalent experience at a similar organization. Or, a Master’s Degree with seven years related experience at a Specialist level.

**KNOWLEDGE AND SKILLS:** Must have a working knowledge of information and/or education principles, practices and techniques and an understanding of Department programs and policies. Must be skilled in exercising good judgment in analyzing situations and making problem solving decisions without immediate supervision. Must be effective in communicating orally and in writing. Ability to manage and perform all duties and responsibilities of an Information and Education Specialist in addition to assigned requirements of a Senior Information and Education Specialist without loss of productivity or efficiency. Must demonstrate leadership abilities.