



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Assistant Chief	<b>Grade:</b> 18
<b>Division:</b> INFORMATION & EDUCATION	<b>Job Code:</b> 6054
<b>Reports To:</b> Chief	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Chief of Information and Education, will assist in planning, organizing, and managing the operations and programs of the Information and Education Division in an orderly and efficient manner, including outdoor education programs, social media, print and TV communications, internal communications and ensuring employees follow policy and procedures and perform all other functions and activities necessary to support the Division's and Department's mission. Assist in preparation and oversight of Division budget. Responsible for oversight of the Division's property and inventory and may serve as lead on a variety of special projects and perform other duties as prescribed by the Chief of Information and Education Division.

### JOB DUTIES

Assist the Information and Education Chief as directed, including the supervision of Information and Education Supervisors and other Division staff.

Assist in preparation and oversight of Division budget. Maintain records of the Division's budget throughout the fiscal year.

Organize and oversee the maintenance of fiscal records and reports and may be tasked with developing staff reports and proposals on a wide variety of subjects.

Appraise work performance of subordinates by personal observation and provide direction and guidance through the PMP process and throughout the year.

Conduct annual inventory on all equipment assigned to the Information and Education Division by visually accounting for each item, assist in recovery of any item not accounted for.

Organize and conduct special projects, assist in assignment of personnel, including assignment on special programs and high priority projects.

Assist in review and distribution of wildlife and fish regulations, both in print and online.

Work with sportsmen, landowners, community leaders and others to relay important information about the Department and its mission. Specific areas of responsibility include production of Outdoor Oklahoma magazine, Outdoor Oklahoma TV program, social media channels, and coordination with print and electronic media outlets.

Work directly with other Division Chiefs to coordinate communicating with the media. This position will serve as Department spokesperson for some key issues and/or will coordinate media interviews on other ongoing topics of media interest.

Successful candidate may be asked to work directly with the Oklahoma Wildlife Conservation Foundation, a private foundation dedicated to the support of the ODWC.

Represent division and agency at regional and national workshops, conferences and symposiums.

Coordinate, facilitate and foster the recruitment, retention and reactivation of hunters and anglers through division activities.

Work with, and coordinate Division assistance to, other Divisions and Sections to support the Department's mission and goals.

This position will be required to perform other management or non-management duties as directed by the Division Chief.

**Must have the ability to**

- Operate boats, motor vehicles, tractors, and ATVs with various attachments.
- Operate and use firearms.
- May be required to jog or walk over rough terrain or swim.
- Position requires intermittent standing, walking and the ability to lift and carry standard office equipment up to twenty-five pounds.
- 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 with an eye for detail and excellent technical writing skills.
- Operate and use small and hand held equipment and supplies.
- Use personal computer, software, and variety of office equipment.

**REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in Journalism, Public Relations, Education or Bachelor's Degree in Wildlife or Fisheries Management, or equivalent field of study from an accredited college or university.

**EXPERIENCE:** Requires nine years previous related experience. At least five years of experience must include supervisory responsibility.

**KNOWLEDGE AND SKILLS:**

Position requires extensive contact with many people, including Department employees and the general public, in person, by telephone, and/or in writing. This position requires maximum knowledge of pertinent objectives, policies, wildlife laws and Department regulations, along with good judgment and the ability to effectively communicate, negotiate, plan strategize, and implement directives and programs to support the Department's mission and goals.

This position is responsible for confidential data. Has access to, or works daily with, a wide range of confidential material such as future plans and programs, policy development and confidential conversations. The disclosure of such information could be detrimental to the interests of the Department both internally and externally.

Successful candidate must have basic computer skills and knowledge of standard office equipment.