



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: CHIEF	Grade: 19
Division: Information and Education Wildlife	Job Code: 9013
Reports To: Assistant Director of Operations	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the general supervision of the Assistant Director of Operations, will coordinate, supervise, and direct the planning, scheduling, and implementation of all division programs and services. Position responsibilities include effective and efficient management of print and electronic information services, including magazine and television shows, web and social media, statewide educational and outreach programs, including Hunter Education, Aquatic Education, and other special communication campaigns or projects. Establish and monitor division goals and timelines. Coordinate with other divisions, sections, and individuals, as well as other government and non-government agencies and organizations, and media outlets to carry out the mission of the division and the Department. Oversee purchases and contracts for division services, equipment, and supplies. Monitor inventory of division equipment. Supervise division personnel directly and through intermediate supervisors. Complete and review performance appraisals of employees. Oversee division procedures and employee development. Prepare, administer, and monitor division budget. Represent the Department at government, private industry, and public meetings or hearings. Oversee division planning, policies and procedures. Oversee volunteer recruitment and recognition.

JOB DUTIES

Establish Division objectives within the framework of Departmental goals and objectives. Establish procedures for accomplishing work of the Division.

Develop administrative policies for Division.

Interpret policies for employees and the general public.

Prepare, administer, and monitor complete Division budget for submission to supervisor.

Oversee public relations program for the Department.

Determine staffing requirements for Division and make appropriate recommendations to supervisor.

Direct and supervise the activities of the Division both directly and through intermediate supervisors.

Serve on interview team for prospective employees and make recommendations of the best qualified applicant.

Complete Performance Management Performance (PMP) appraisals for all subordinates.

Orient and train new division employees. Provide continuing instruction and guidance for all employees as needed.

Coordinate the work of the Division with all other Divisions and Administrative units in the Department.

Develop and maintain optimum work performance standards for the Division.

Check, verify and edit all material prepared by Division.

Keep informed of the progress of work and ensure that it is accomplished according to predetermined schedules.

Make reports on specific projects as directed by supervisor.

Take immediate action to alter unsatisfactory conditions that may arise. If solutions are beyond span of authority, make recommendations to supervisor.

May be required to perform other duties as assigned by Assistant Director or Director.

Provide technical information and service for all Divisions and the public as requested.

Handle correspondence, telephone conversations and routine office work.

Give presentations to various civic and sportsman groups.

Other duties as needed or assigned by supervisor.

Must have the ability to

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms.
- 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.
- Operate and use small and hand held equipment and supplies.
- Use personal computer, software, and various office equipment.

REQUIREMENTS:

EDUCATION and EXPERIENCE:

Requires a Bachelor's degree or higher in Journalism or a related Communications field or in Fish/Wildlife Management from an accredited college or university or comparable education. Requires at least nine years related experience, of which five years must have been in a supervisory capacity.

KNOWLEDGE AND SKILLS:

Requires decisions to be made on a wide variety of complex, changing problems most of which cannot be anticipated and for which there is little existing procedure or past practice. 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.

Position requires extensive and sustained contact with many people in person, by telephone, and/or in writing. Requires maximum knowledge of pertinent objectives, policies, wildlife laws and Department regulations. Requires good judgment and skill in communicating, negotiating, and planning strategy.

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

Must have basic computer skills and knowledge of standard office equipment.