



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> INFORMATION and EDUCATION TECHNICIAN	<b>Grade:</b> 11
<b>Division:</b> Information and Education	<b>Job Code:</b> 9034
<b>Reports To:</b> Education Supervisor	<b>FLSA Status:</b> Non-Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Education Supervisor, instruct, schedule, assist and offer support in hunter education, aquatic education, project WILD and Archery in the Schools workshops. Assist with training and recruiting volunteers, youth hunts and various specialty workshops. Procure, maintain and store equipment and supplies. Maintain complete and accurate records for preparation of state and federal reports. Other duties include coordination with other department personnel, handling requests, providing information and assistance to sportsmen, outdoor writers, and other constituents. Must be able to operate a vehicle, standard/automatic, 2/4 wheel drive, with a trailer attached. Operate and maintain archery equipment, firearms, fishing related equipment and portable aquariums. Coordinate production and distribution of weekly fishing reports. Answer e-mail inquiries on behalf of the Department.

### JOB DUTIES

Provide instruction and training for volunteers and other ODWC employees as helpers in operation of instructional equipment. May be required to occasionally supervise a small group of volunteer instructors by assigning duties and checking to maintain flow of work. Order and stock necessary training aids and materials in an adequate amount to supply classes.

Implement workshops and seminars designed to teach practical skills, ethics, and safety to youth, the elderly, the disabled and adults. Work will involve some weekend assignments and may travel to different areas of the State, with possible overnight stay.

May be required to perform other periodic duties as assigned by Supervisor. Assist other department personnel, when available, with Section and Division projects.

### Must have the ability to:

- Must be able to lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Lift, carry and use boxes of resources materials, display cases, signs, cages, audio-visual and photographic equipment.
- Must be able to endure various extremes of outdoor weather conditions.
- Must have the ability to communicate effectively both orally and in writing.
- Must be able to establish and maintain effective working relationships with others.
- Use various materials in setting up clinic and workshop sites.
- Operate a lawn mower, push, self-propelled or riding, in preparation of site for instruction.
- May work extended hours and weekends and outdoors in extreme weather.
- Use personal computer, software, and variety of office equipment.
- May be required to stay overnight out of town.
- Must be able to walk or jog over rough terrain and swim.

### REQUIREMENTS:

**EDUCATION:** Requires a minimum of two years college training in Wildlife Management, Education, or closely related field. Four years experience in a wildlife conservation position may substitute for education requirement.

**EXPERIENCE:** One year related experience is required. A completed degree in a related field may substitute for the experience requirement. A total of five years experience is required if the education requirement is being substituted by experience.

**KNOWLEDGE:**

Thorough knowledge of fish and wildlife conservation principals, hunting/fishing ethics, firearms safety, archery shooting and fishing techniques. Skill and competence in use of small tools. Skill in exercising good judgment in analyzing situations and making decisions and in establishing effective working relationships with other employees and with the general public.