



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: CHIEF	Grade: 19
Division: Law Enforcement	Job Code: 9013
Reports To: Assistant Director	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the general direction of the Assistant Director of Operations, is responsible for planning, organizing, directing, coordinating, and controlling all enforcement of the wildlife laws of the State of Oklahoma in an orderly and efficient manner. Interpret state and federal wildlife laws and regulations for Department personnel and the general public. Develop and direct plans and procedures for improving operation and efficiency of the Division. Coordinate enforcement activities with other Divisions, state and federal agencies, and public groups and individuals. Prepare, submit, and administer an annual budget for all Division needs. Compile and submit accurate and detailed records of all Division activities. May present conservation programs for civic and sportsman groups and other segments of the public or other agencies. Position manages, through intermediate supervisors, a large Division and has responsibility for quality and quantity of work, costs, methods, and personnel.

JOB DUTIES

Communicate to supervisor(s) new laws and policies and changes in existing laws and policies affecting enforcement of wildlife laws.

Ensure Division's Performance Management Process (PMP) are conducted for every employee and submitted before deadline.

Ensure Division's inventory is done and correct every year. Keep track of all transfers, deletions and additions to employees' inventories.

Develop procedure for making reports and keeping necessary records. Prepare and recommend to supervisor(s) new reports, forms, and procedures to carry out necessary changes as required by new or changed statutes, resolutions, or policies.

Develop objectives for the Division within the framework of the general goals of the Department.

Interpret policies, regulations and laws for employees and the general public.

Plan and prepare a monthly agenda for Commission approval.

Develop procedures for enforcement of state and federal wildlife laws. Interpret legislation affecting state and federal wildlife laws and Division operations; interpret Commission resolutions and policies and implement procedures and methods to carry out these functions.

Prepare, submit, and administer an annual budget for operation of the Division.

Make area assignments for both supervisory and non-supervisory personnel. Assign Division personnel, through intermediate supervisors, to special projects throughout the state involving wildlife enforcement. Assign personnel, as requested and needed, to assist in areas in which natural disturbances occur.

Define responsibility, authority, and accountability to subordinate(s) for assigned work. Delegate to subordinate supervisors the responsibility of maintaining assigned districts at optimum levels and maintaining and creating harmony among sportsmen, landowners, community leaders, and the courts.

Determine staffing needs for the Division and make recommendation to supervisor(s) for such needs.

Initiate and submit requests to supervisor(s) for all vehicles, equipment and clothing or uniforms needed by the Division personnel. Maintain an inventory of all vehicles, clothing, supplies, and equipment issued or assigned to the Division.

Ensure that all necessary printed material and other supplies are available for distribution by intermediate supervisors for division personnel.

Supervise and direct the activities of Division personnel both personally and through intermediate supervisors. Appraise the work performance of subordinates by personal observation. Organize and conduct special projects as assigned by supervisor(s).

May serve on an interview team to interview prospective employees. Make recommendation(s) on all hires, promotions, transfers, area assignments, and disciplinary actions.

Provide for two-way communication of information by radio, telephone, letter, e-mail, and personal contact.

Organize and conduct special seminars and training courses on work problems, civil disorders, and special enforcement problems for Division personnel.

Coordinate work of the Division with all other Divisions and units such as providing research assistance and speakers for various programs. Coordinate projects and services with Administration, federal programs and planning and training involving Division personnel as directed by supervisor(s). Provide liaison services with other agencies and persons as directed by supervisor(s).

Furnish information concerning state and federal wildlife laws and Department policies for the public and other enforcement agencies. Interpret state and federal wildlife laws for all Department personnel.

Establish Division work performance standards in conformance with Department standards and policies. Hold personal interviews and conferences with subordinate(s) involved to determine cause of unsatisfactory conditions that arise. If such conditions are not altered or improved, appropriate action is recommended to supervisor(s).

Ensure that claims are verified and paid, supplies ordered, and enforcement office work is performed according to predetermined standards and schedules.

May be required to perform other management or non-management duties as directed by the Assistant Director.

Must have the ability to:

- Make split second decisions, including life and death of both the officer and the public.
- Be able to utilize the use of force that is objectively reasonable, necessary and proportionate to effectively bring a person or an incident under control, while protecting themselves or others from imminent harm.
- Responsible for ordering and the control of the Division's property and inventory
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others.
- Position requires intermittent standing and walking and may work with light to medium weight materials.
- Lift, push and pull at least 50 pounds in all directions including overhead.
- May be required to jog or walk over rough terrain or swim.
- Requires extensive and sustained contact with many people, in person, by telephone, radio, and/or in writing.
- May be required to work extended hours, some holidays and weekends.
- May be required to travel with possible overnight stays.
- Work directly with other Division Chiefs and Assistant Chief in coordination of proposed regulation changes.

REQUIREMENTS:

EDUCATION: Requires a Bachelor's Degree from an accredited college or university with at least twelve (12) credit

hours in a wildlife related field. Preference is given for a degree in a wildlife related field. Must also be CLEET certified and maintain yearly mandated CLEET training. Will also complete mandatory supervisor training yearly as mandated by the State of Oklahoma.

EXPERIENCE: Requires nine (9) years of wildlife law enforcement experience of which five (5) years must be in a supervisory position. Preference will be given to supervisory experience with a State or Federal wildlife agency. If employed as an Oklahoma Game Warden and hired prior to 1995 experience may substitute for the education requirement.

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, radio, and/or in writing. Requires maximum knowledge of pertinent objectives, policies, wildlife laws and Department regulations. Requires ability and judgment in communicating, negotiating, planning strategy, and timing to the best effect to gain acceptance of the Department's point of view.

Responsible for confidential data. Has access to, or works daily with, a wide range of confidential material such as arrest and conviction records, special investigating agent reports, 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 word processing and standard office equipment.