



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> LICENSE SUPERVISOR	<b>Grade:</b> 17
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 2527
<b>Reports To:</b> CFO / Chief of Administration	<b>FLSA Status:</b> Exempt

**SUMMARY OF ESSENTIAL JOB DUTIES:** Under the general supervision of the CFO / Chief of Administration, is responsible for distributing, processing, and accounting for all types of hunting and fishing licenses and permits. Supervise and train up to six full time employees in addition to temporary data entry operators. Assign, check, and maintain work in the License Section. Responsible for receiving and depositing all incoming revenue on a daily basis. Provide both written and verbal communication with all license dealers throughout the state regarding new and/or changes in license regulations. Maintain contact with license dealers, resolve delinquent accounts, and set up and train new license dealers. Maintain license sales and inventory through the Departments computer system. Assist other divisions with regulation reviews and various licensing issues.

### JOB DUTIES:

Issue and maintain lifetime license files on computer.

Supervise the receipt of all Department income and the assembly and preparation of the deposit of all monies collected by the Department for licenses, magazine subscriptions, miscellaneous items, and oil and gas lease money, etc.

Check the deposit reconciliation computer report for all receipts for license orders.

Supervise all License Assistants, Cashier and Temporary Data Entry Operators.

Maintain license inventory and order new licenses.

Prepare policies and regulations for license dealers. Conduct training for all new license dealers. Resolve bad and overdue license accounts.

Is responsible for cash, checks, money orders and other currency in the amount of at least fifteen (15) million dollars per year and makes sure that money is secured and accounted for on a daily basis.

Approve and maintain leave records and time sheets for all employees in the License Section

Balance the cash register daily. Enter money received for license sales for deposit. Balance and deposit money received for publication and lamination.

Maintain accurate records on all habitat caps and patches sold and checked out on consignment. Keep an appropriate inventory of habitat caps on hand. May be required to perform other duties as assigned by the Chief of Administration.

### Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

### Requirements:

**Education:** Requires a Bachelor's Degree in Business Administration, Accounting, Marketing or related field.

**Experience:** Requires six years related experience or advanced education in Accounting or Business Administration.

**Knowledge and Skills:** Knowledge of office practices, bookkeeping and data entry, including work processing. Supervisory experience and computer operations knowledge is required. Skills in Excel and word processing are preferred. Must be able to operate standard office equipment, including: Data Card Imager, Validating Machine, Keyboard, Copy Machine, Calculator, Computers.