



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: REGIONAL SUPERVISOR	Grade: 17
Division: Wildlife	Job Code: 1877
Reports To: Assistant Chief	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the Assistant Chief, the **Regional Supervisor** will supervise and coordinate the activities of all personnel assigned to operation and management of Wildlife Management Areas within the region. This position will supervise and direct the activities of wildlife biologists and technicians, and assist in planning, budgeting, organizing, and directing the active development and management of wildlife programs in the Division's wildlife management section. Plan and carry out short and long range programs and projects to fulfill the Division and Department objectives. Review weekly and monthly time records to ensure all required reports are submitted by the established deadline. Maintain accurate records of all personnel leave, and provides safety training to section personnel on a quarterly basis. Maintain a working knowledge of all projects and timetables, and compile complete and accurate records on all phases of activity within the assigned region. Conduct public meetings and hearings. Make presentations and give technical advice to sportsmen clubs and various groups. Coordinates work activities with other divisions and with other state and federal agencies, and private organizations.

JOB DUTIES:

Assist in developing and implementing short and long range goals and operational management plans for all WMA's. Assist in developing new or altering existing policies/procedures. Conduct or instructs subordinates to conduct a preseason or annual census of various game species. Periodically inspects WMA Facilities and conducts Regional meetings as needed.

Develop projects for management and harvest of wildlife species. Develop surveys and inventories for wildlife harvest. Prepare recommendations for harvest of wildlife species. Review regulations and submit / approve rule changes proposals as needed.

Develop schedules and procedures by which work projects will be completed. Plan work schedules of subordinates. Define and delegates responsibility for assigned duties to subordinates.

Determine staffing needs and make recommendations to supervisor. Is responsible for training, motivation, and evaluation of all personnel within the region. Make recommendations to Supervisor for personnel actions, including transfer, dismissal, or termination of subordinates. May serve on personnel interview board.

Serve as editor or reviewer of regulations and regional project reports.

Prepare budgets for all work projects within a region, and monitors expenditures.

Furnish information pertaining to wildlife to general public. Conduct public meetings and hearings.

Conduct or instruct subordinates to conduct a preseason or annual census of various game species.

Handle unsatisfactory conditions when they arise, if necessary recommends to supervisor solutions to problems beyond span of authority.

Approve requests from subordinates such as leave, requisitions, purchase of materials and supplies, equipment and capital improvements and forwards to supervisor.

Assist news media for broadcasts and provides reference material and field information. Write popular style articles or features for Department magazine or other publications. Make presentations and gives technical advice to sportsmen clubs and various civic, youth and farm groups.

Edit technical reports prepared by subordinates. Handle correspondence and perform administrative functions.

Coordinates work activities with other divisions and with other state, federal and private agencies and organizations.

Represent Division on various committees and at various meetings as assigned.

May be required to perform other periodic duties as 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 a minimum of 50 pounds for a distance of 100 yards.
- Push / pull a minimum of 50 pounds to hook up trailers, load boats, and various other equipment.
- Walk and jog over rough terrain for extended periods of time and swim.
- Work extended hours, weekends, stay overnight out of town, and endure various extremes of outdoor weather conditions.
- 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 various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day / night audio and visual surveys.

REQUIREMENTS:

Education and Experience: Requires a Bachelor's Degree with a major in Wildlife Conservation or equivalent field from an accredited college or university, with nine years previous related experience of which at least two years include supervisory responsibility.

Or a Master's Degree with seven years previous related experience of which two years must include supervisory responsibility.

Knowledge and Skills: Knowledge of principles and techniques of wildlife research and management, supervisory functions and techniques, and public relations principals. Demonstrated skill in technical writing, statistical analysis and computer operation presenting research findings and agency programs, explaining controversial decisions to the public, and in establishing and maintaining professional working relationships with subordinates and others within the Department and other agencies and institutions.