



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: Shooting Range Coordinator	Grade: 16
Division: Communication and Education	Job Code: 4527
Reports To: Communication and Education Supervisor	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the direct supervision of the Communication and Education Supervisor, work closely with Department staff to coordinate federal grants related to shooting range construction and renovation projects. Responsible for developing and maintaining program guidance to assist both internal and external cooperators with identifying and prioritizing shooting range projects. Meet with internal and external cooperators to provide guidance during design as well as oversight during key stages of construction. Review engineering plans and specifications. Serve as lead contact for administration of associated shooting range grants. Support agency audits as needed. Assist supervisor with other duties as assigned.

JOB DUTIES

Serve as the Department's coordinator for shooting range construction and renovation projects. Requires knowledge regarding design of shooting ranges for archery, shotgun, rifle, pistol, and associated facilities/amenities.

Work with Department staff to develop a planning process in order to identify and prioritize projects within Department budget and available federal funds.

Develop and administer a process for evaluating project proposals, which includes development and maintenance of a resources page and online application process on the Department's website. May include the promulgation of rules.

Understand and interpret federal regulations and guidance materials. Develop guidance materials and assist with training of field personnel.

Serve as the grant project leader for shooting range grants: prepare project statements, budgets and compile compliance; perform risk assessments for sub-recipient projects; administer procurement documents (purchase orders, invoices, etc.); prepare performance reports, etc.

In coordination with other Department staff, work with grant sub-recipients (cities, counties, universities, other state or federal agencies and/or private entities) to: design project, complete cooperative agreement and/or memorandum of agreement, ensure sub-recipient understands the conditions for accepting federal funds (e.g., requirement to operate and maintain the site for the useful life of the project) and has adequate systems to track and document expenditures, monitor key phases of construction, and final inspection of project.

For Department-managed areas / facilities, work with Department staff to coordinate project management, including: follow State procurement procedures to contract engineer; work with engineer to develop site plan and complete environmental compliance as needed; coordinate bidding and selection of construction firm; monitor construction, complete final inspection, etc.

Understand standards for federally-funded construction projects under the Americans with Disabilities Act, review project designs to ensure standards are addressed accordingly.

Assist Department staff and/or sub-recipients with compilation of project-related environmental compliance as needed, including National Historic Preservation Act Section 106, Endangered Species Act, the National Environmental Policy Act, etc.

Coordinate with Department field staff to ensure monitoring of completed projects continues for the useful life of the project, and to resolve any maintenance issues which may arise.

Maintain project-related records and grant files.

Travel out of state and attend training and/or conferences for grants management, and shooting range development as needed.

Work to communicate program benefits and availability of facilities and/or funding to the public, to recruit, retain and reactivate hunters and shooters.

Other duties as assigned.

Must have the ability to

- Operate motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Lift and carry standard office equipment up to twenty-five pounds.
- Work extended hours, weekends, and stay overnight out of town.
- 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:

Minimum bachelor's degree from an accredited university. Construction science, engineering technology or civil engineering preferred.

Experience:

Requires six years directly related experience in project management and oversight. Grant management experience is preferred.

Knowledge and Skills:

Training or experience in reviewing/critiquing engineering plans and specifications, including surveys, grades and drainage, is preferred. Knowledge or experience in grant management, accounting, compliance processing, process tracking is preferred. Experience with construction projects (pavilions, parking lots, restrooms etc.) is preferred. Must be skilled in interpersonal relations, organization and maintain good working relationships with fellow employees and the public.