



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: DIRECTOR	Grade: 23
Division: EXECUTIVE STAFF	Job Code: 4966
Reports To: 8 – Member Wildlife Commission	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES: Chief Executive Officer of the Oklahoma Department of Wildlife Conservation with primary responsibility for implementation and administration of all Commission policies. Manage the development and achievement of overall Department programs, and evaluate and periodically report the progress and effectiveness of Department programs and services to the Commission. Lead the approximately 350 personnel of the Department including employ, discharge, transfer, commend, reprimand, promote, and determine salaries within the guidelines approved by the Commission. Supervise the management of all Department owned or leased lands, and provide accountability for all properties and lands owned and/or managed by the Department. Responsible for the preparation and administration of the Department budget and agency funding. Represent the Department and Commission to the Governor, Cabinet Secretary, Legislature, stakeholders, federal agencies and other states' wildlife directors on agency matters.

SPECIFIC POWERS AND JOB DUTIES:

Manage and control, under the supervision of the Commission, all wildlife refuges and real or personal properties which are held, operated or maintained by the Department.

Appoint and employ such assistants, department heads, wardens, clerical help and other employees as the Commission may deem necessary, subject to the approval of the Commission. The Director shall fix and determine the salaries and wages to be paid under and subject to the rules and regulations as promulgated by the Commission; and the Director shall supervise and direct all employees of either the Commission or the Department and may suspend, discharge, station or transfer them at any time that, in his judgment, the commission or the state will be best served thereby.

Approve or disapprove and pay all legal claims for services rendered or expenses incurred by employees of the Department in accordance with the schedules therefor and the rules and regulations previously adopted by the Commission.

Establish and maintain a proper system of bookkeeping and accounting under the supervision of the State Auditor and Inspector.

Promote and manage wildlife propagation by raising and distributing the same over the state at the direction of the Commission; to capture, propagate, transport, buy, sell or exchange any species of fish, game, furbearing animals and protected birds needed for stocking the lands or waters of the state and to feed, provide and care for such fish, animals and birds.

Make a complaint and cause proceedings to be commenced against any person for violation of any of the laws for the conservation of wildlife with the sanction of the district attorney of the county in which such proceedings are brought, and shall not be required to give security for costs. The Director may also appear in behalf of the people in any court of competent jurisdiction in any prosecution for a violation on any of the laws for the protection of wildlife, and may prosecute the same in the same manner and with the same authority as the district attorney of the county where such proceedings are pending in cases where such attorney is unable to present or refuses to prosecute such case.

Make emergency purchases of equipment, materials and supplies under rules and regulations prescribed by the Commission.

Review and participate in administrative proceedings and issue final agency orders on behalf of the Department.

Attend and participate in all Commission meetings on a regular basis.

GENERAL FUNCTIONS AND DUTIES:

Act as the Chief Executive Officer of the Oklahoma Department of Wildlife Conservation with primary responsibility for leading Departmental personnel and implementing and administering all policies and programs as determined by the Commission. The Director is expected to evaluate and periodically report the progress and effectiveness of Department policies, programs and services to the Commission.

Employ, discharge, transfer, commend, reprimand, promote and determine salaries for all Department personnel within the salary guidelines approved by the Commission.

Supervise the management of all Department owned or leased lands, and act accountable for all properties and lands, owned and/or managed by the Department.

Provide direction and remain accountable for the preparation and administration of the Department budget and agency funding.

Act on behalf of the Department and Commission as liaison with the Legislature, Governor, Cabinet Secretary, and other state agencies, or to select appropriate Department personnel to do so.

Oversee and serve as a Plan Representative of the Department's Wildlife Retirement Plans.

Assist the Commission in promulgating and implementing administrative rules for the Department.

Provide outreach to, oversee, develop, and manage relationships with key stakeholders.

Maintain membership and participation in national and regional wildlife agency associations.

REQUIRED COMPETENCIES:

- Proven experience in public administration / management specializing in natural resource management and policy.
- Proven experience in administrative and financial oversight.
- Proven experience leading a staff with diverse professional experience and qualifications.
- Proven experience in policy analysis, development, and implementation.
- Excellent leadership, supervisory, and team building skills.
- Excellent negotiation and consensus building skills.
- Excellent interpersonal, communication, and public speaking skills.

REQUIREMENTS:

Education: Bachelor of Arts or Science degree in wildlife, fisheries, natural resources, or other closely related field from an accredited college or university is required, except other degrees may be considered for candidates who have longstanding mid to upper level management experience with a wildlife agency. Priority will be given for an advanced degree in wildlife management or closely related field.

Experience: A minimum of ten years of mid to upper level administrative and supervisory experience in a comparatively large organization. Preference will be given for knowledge and experience of regional ecosystems and experience with state and/or federal wildlife agencies.

OTHER: Must possess or be able to obtain within 30 days of employment a valid Oklahoma driver's license. Retention of position is contingent upon obtaining and maintaining required license.

Knowledge, Skills, and Abilities:

- Ability to establish and maintain effective working relationships with others.
- Working knowledge of the Oklahoma Wildlife Conservation Code, along with rules, policies, procedures and regulations of the Department.
- Good judgment and the ability to effectively communicate, negotiate, plan strategy, and implement directives and programs to support the Department's mission and goals.
- Ability to make decisions on a wide variety of complex and changing problems.
- Ability to operate common IT equipment.
- Ability to establish and maintain trust and credibility with others.
- Ability to work in a complex political environment.
- Ability to work regular/standard work hours of 8:00 am– 4:30 pm, Monday through Friday, with extended work hours, including weekends, and travel with overnight stays as required.

PHYSICAL DEMANDS: Requires extended computer use, intermittent sitting, standing, walking, and working with light to medium weight materials; ability to drive a vehicle for long periods of time.