



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: RESEARCH SUPERVISOR	Grade: 17
Division: Fisheries	Job Code: 6122
Reports To: Assistant Chief or Chief	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Assistant Chief, supervises and directs the research and program activities of other Fisheries research biologists and technicians. Reviews weekly and monthly time records for personnel under direct supervision and ensures 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 in the research section. Plans and conducts scientific and technical research on assigned projects using current methods and approved research techniques. Coordinate the review of Federal Aid grant project statements, Section 7, and NEPA compliance checklists. Develop budgets for all projects within research section and maintains an accurate ledger of expenditures. Is responsible for accurately collecting and analyzing data and formulating conclusions. Reviews and edits annual performance reports for all section projects. Provide management recommendations obtained from research/survey projects.

JOB DUTIES

Assist in developing short and long range goals and operational plans. Assist in developing new or altering existing policies.

Develop projects for research and survey of wildlife species and habitat. Develop surveys and inventories for wildlife harvest. Prepare recommendations for harvest of wildlife species.

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

Determine staffing needs and make recommendations to supervisor. Is responsible for personnel training, motivation and evaluation of all personnel within research section. Make recommendations to Supervisor for transfer, dismissal or termination of subordinates.

Serve as editor or reviewer of research/survey project reports.

Prepare budgets for all work projects within research section.

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 remands to supervisor solutions to problems beyond the span of authority.

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

Write popular style articles or features for Department magazine or other publications.

Edit technical reports prepared by subordinates

Make presentations and give technical advice to sportsmen clubs and various civic, youth and farm groups.

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

Handle correspondence and perform administrative functions.

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, cutting torch, and welding equipment.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Ability to 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.
- Must be able to swim.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, and stay overnight out of town.
- 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.
- Operate and use small and hand held equipment and supplies.
- Use personal computer and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day / night audio and visual surveys.

REQUIREMENTS:

Education: Requires a Bachelor's Degree or higher in Aquatic Resource Management or closely related field from an accredited college or university, plus a minimum of nine years related experience of which two years must include supervisory responsibility.

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

KNOWLEDGE AND SKILLS: Knowledge and background of applied fisheries management principles and techniques, operation and use of boats, motors, sampling equipment, personal computers and database, statistics, spreadsheet and word processing software. Must have skill in public relations, presenting agency programs, explaining controversial decisions to the public, and establishing and maintaining working relationships with subordinates and other in and outside the agency.

As an employee of the Oklahoma Department of Wildlife Conservation, I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Fisheries Technician and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Name/Signature

Date