



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Operations Manager	<b>Grade:</b> 17
<b>Division:</b> Law Enforcement	<b>Job Code:</b> 4808
<b>Reports To:</b> Assistant Chief of Law	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Assistant Chief, plans, organizes, coordinates and tracks all training within the Division. Evaluate training needs and advises Assistant Chief, and coordinates the training needs with District Chiefs. Plan and coordinate annual in-service training if needed, supervise new wardens at the training academy, implement any new training and coordinate activities of the Division's training officers. Coordinate with CLEET to assure training standards are met. Maintain training records, prepare and submit reports, and advise Assistant Chief of deficiencies and needs. Will issue and administer various permits, nuisance wildlife control officer permits, and assist in maintaining breeder's records. Monitor and apply for applicable grants for wildlife law enforcement.

### JOB DUTIES

Evaluate training needs within the Division and advises Assistant Chief. Coordinates with District Chiefs to ensure training needs are met within respective districts.

Maintain training budget and track expenditures as required by State statute.

Plan and coordinate annual in-service training if needed.

Plan, coordinate and supervise training academy for new game wardens. Ensures proper training for new game wardens to avoid possible lawsuits against the Department.

Plan, coordinate and/or implement any new training as directed by Chief or Assistant Chief of Enforcement.

Coordinate activities of Law Enforcement Division Training Officers. Coordinates with CLEET to ensure standards are met.

Maintain complete records of all training within Division and advise Assistant Chief of training deficiencies and needs. Prepare and submit reports as requested.

Monitor and apply for applicable grants for wildlife law enforcement. Assist with Central Office duties.

Develops training aids and electronic slide programs to aid and assist with Division training and other warden programs. Assist in law enforcement capacity as needed. Assist game wardens in case management, investigations etc. Provides background data to wardens using arrest records, Deer check data, license data, Statewide Intelligence Network, TransUnion, etc.

Research, assist and write Title 29 legislation, Title 800 rules and division procedures as needed.

Maintain inventory records for all division equipment and responsible for all equipment that is not issued in the field.

Monitors inventory corrections and transfers. Maintain equipment at warehouse

Law Operations Manager  
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Serves on various committees when asked or directed. Assist with various projects as needed

Procures, purchases, researches and writes specifications and purchase requests for bids for most division equipment and supplies. Assists with vehicle emergency lighting and equipment for new vehicles.

Writes annual reports for various associations such as SEAFWA and WAFWA.

Administers the Interstate Wildlife Violator Compact by monitoring court ordered in-state and compact suspensions and reinstatement of residents. Issues suspension notification and license surrender letters to violators. Conduct appeal hearings as needed.

Notifies member states when their residents are court ordered suspended or fails to comply with Oklahoma violations.

Ratifies suspensions of violators from other member states according to Compact rules.

Maintains ODWC suspension data base of Compact, court ordered, child support and failure to comply suspensions. Represents ODWC at all Compact meetings.

Serves as the Reserve Academy Coordinator. Provides training, equipment and supplies for the reserve officers. Maintains all training records, issued equipment and firearm records for reserve officers. Facilitates installation and procurement of emergency equipment installation.

Provides background checks for Hunter Ed and Aquatic Ed applicants. Provides background checks for controlled hunt applicants at the McAlester Ammunition hunt.

Maintains files, issues permits, test applicants, mail out training materials, and order new material as needed, file annual reports etc. Checks for compliance, advises operators on laws.

May be required to work extended hours, weekends, some holidays and stay overnight out of town. May be required to participate in the inter-divisional training program.

Must be available by phone for employees to contact, except when on approved leave.

### **Must have the ability to**

- Make split second decisions, including life and death of both the officer and the public.
- Be able to utilize the use of force that is objectively reasonable, necessary and proportionate to effectively bring a person or an incident under control, while protecting themselves or others from imminent harm.
- Will still be required to work with their employees in law enforcement activities throughout the year.
- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use Department issued firearms (shotgun, rifle and handgun).
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Lift, push and pull at least 50 pounds in all directions including overhead.
- 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, some holidays 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 and various office equipment.
- Conduct problem-solving conferences with Game Wardens and Game Warden Supervisors related to training.
- Conduct day / night audio and visual surveys.

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## **REQUIREMENTS:**

**Education:** Bachelor's Degree in a Wildlife or Fisheries Management, or equivalent field of study from an accredited college or university. For degrees other than wildlife or fisheries a minimum of twelve (12) credit hours in wildlife related field.

**Experience:** Requires nine year's previous related experience. At least two years' experience must include supervisory responsibility.

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

If hired prior to 1995, eight years' experience as a Game Warden may substitute for the educational requirement.

**Special Requirement:** Completion of training for certification as a peace officer, as provided by 57 O.S., 1986, supp., Section 510 is required to be completed. Must also be CLEET certified and maintain yearly mandated CLEET training. Will also complete mandatory supervisor training yearly as mandated by the State of Oklahoma. Must reside in the Oklahoma City area.#