



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

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| Job Title: Chief | Grade: 19 |
| Division: Wildlife | Job Code: 9013 |
| Reports To: Assistant Director of Operations | FLSA Status: Exempt |

SUMMARY OF ESSENTIAL JOB DUTIES

Under the general direction of the Assistant Director, is responsible for planning, organizing, directing, managing and coordinating all phases of operations of the Wildlife Division in order to effectively and efficiently conserve and manage all native wildlife in the State of Oklahoma. Submit short and long range research and management plans, projects, and supervise the implementation of all approved projects and plans. Oversees the preparation and submission of the annual division budget that includes capital improvements, land acquisition, personnel, equipment and supplies. Coordinate Division activities with other Divisions, State and Federal Agencies, Non-Governmental Agencies (NGO's), and public groups. Is responsible for the compilation of accurate and detailed records of all Division activities. Perform other administrative duties as needed and assigned.

JOB DUTIES

Establish objectives for the Division within the framework of Department objectives. Establish short and long range objectives for project supervisors, each of whom design, carry out, and report on separate projects annually.

Develop and submit all policies relative to supervision of full-time, hourly, and intern Division personnel and numerous agricultural and commercial contractors.

Provide the framework and submit annual and multi-year plans for all Division Federal Aid Project to the U.S. Fish and Wildlife Service. Work closely with Federal Aid Section on all grants within the Division.

Formulate management plans for grazing, agriculture, oil and gas, and wildlife management for all Department operated wildlife management areas (WMA). Responsible for implementing WMA plans on all Oklahoma Department of Wildlife Conservation (ODWC) managed lands.

Set guidelines, procedure and reporting schedules for subordinate supervisors and projects.

Coordinate budget preparation and submit the annual Division budget. Approve claims against the Division budget. Approve and submit all bids for Assistant Director, Director or Commission final approval. Supervise the budget preparation by the Assistant Chief of the Division.

Plan the timing of fiscal needs for setting up acquisition projects for the Division.

Establish procedures, provide the framework and supervise negotiations of several hundred agricultural and grazing contracts annually.

Plan, organize, authorize, and expedite special technique training sessions for all Wildlife Division and cooperating agency personnel.

May exercise direct supervision over migratory bird management. Addresses commission on all Federal Regulatory issues with migratory birds.

Make recommendations to superiors and Commission regarding hunting seasons and other appropriate rule changes. Responsible for the Division rule changes and administrative procedures.

Coordinate public hearings as required for rule making changes. Attends annual rule proposal meetings with Commission.

Delegate tasks and work responsibilities through Regional Supervisors and Biologists.

Define responsibility, authority and accountability for assigned duties to subordinates. Develop an operating procedure and establish chain of command for Division personnel. Closely monitors the budget and periodic expenditures throughout the year. Oversees compliance on all Federal Grants.

Determine Division staffing needs and makes appropriate recommendations to superiors.

Budget funds and determine specifications for equipment, materials, supplies, and physical facilities utilized by subordinates. Responsible for all equipment and vehicle needs.

Oversees the management of lands, both private and public programs, and maximizes recreational opportunities on ODWC managed lands.

Assist with the interview process on hiring full-time personnel.

Monitor work performance of subordinates by personal inspection trips to work areas, checking daily diaries each month, reviewing monthly program reports, and reviewing, editing and approving all job completion and performance reports annually. Completes Performance Management Plans (PMP) on subordinates and reports to the Assistant Director of Operations.

Confer with Regional Supervisors and solicit their opinions and ideas for solutions and recommendations on problems and decisions concerning Division work-related problems. Meet with all Division personnel at Division meetings to review and discuss all phases of Division activities.

Makes provision, either directly or through supervisors, for orienting and training all new employees and providing continuing instruction for all Division personnel.

Make recommendations to the Assistant Director concerning disciplinary action, dismissal, discharge determination for all Division employees.

Coordinate, schedule, times, unifies, and integrates work within the Division and with all other divisions, the Assistant Director, Director and the Commission. Coordinate and schedule work with various other agencies such as U.S. Fish and Wildlife Service, State and Federal Soil Conservation Service, U.S. Corps of Army Engineers, universities and colleges, sportsmen's clubs, Quail and Pheasants Forever, Rocky Mountain Elk Foundation, National Bobwhite Conservation Initiative (NBCi), National Wild Turkey Federation (NWTf), and the media.

Oversees or approves all standards for work performance for Division personnel.

Coordinate the timing of purchase, rental or contract for all equipment, supplies and materials for the Division.

Provide a monthly coordination report of Division work progress.

Prepare and/or submit various monthly reports such as Report to the Assistant Director, coordination report to Regional office, U.S. Fish and Wildlife Service and Agenda items for the Commission. Oversees all Federal Aid performance reports.

Submit various annual documents and program narratives on each Federal Aid project to the U.S. Fish and Wildlife Service. Submit various other reports and documents on predetermined schedules to other agencies and groups such as Bureau of Reclamation, Bureau of Land Management, U.S. Forest Service, Corps. of Engineers, etc.

Distribute copies of reports to applicable individuals and agencies throughout North America.

Review mail and dictate correspondence. Answer telephone and email inquiries from the public. Furnish information through personal conversation with visitors. Make a cursory review of printed scientific reports when requested.

Answer technical questions and provide information for personnel in other Division and other agencies. Fill out questionnaire forms other agencies relative to various phases of Division work.

Must work seamlessly with all Divisions to accomplish agency goals.

Edit reports and research papers prepared by Division personnel. May compile and prepare technical papers for publication.

Prepare drafts of proposed legislation. Prepare drafts of Resolutions for Commission. Assist with the legislative process as needed.

Give technical advice to sportsmen's clubs, cooperating agencies, individuals, court of record, etc. Furnish information to news media personnel in regard to reference materials.

Make preliminary bio-reconnaissance of lands proposed for purchase, lease, or management by the Department. Manage all Division land transactions that include fee title and leases. Handles all aspects of land purchases.

May be required to be certified as a Reserve Game Warden and perform law enforcement duties a small percentage of time and participate in the inter-divisional training program to better assist with other division project.

May be required to perform other duties as assigned by the Assistant Director or Director.

All Department employees may be on duty call 24 hours per day as determined by the Assistant Director or Director.

Must have the ability to

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms.
- Lift and carry standard office equipment up to twenty-five pounds.
- 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, software, and various office equipment.

REQUIREMENTS

EDUCATION: Requires a Bachelor's Degree or higher in Wildlife Management or closely related field from an accredited college or university.

EXPERIENCE: Requires nine years previous related experience of which five must be in a supervisory position.

KNOWLEDGE AND SKILLS: Deals with a wide variety of complex, changing problems most of which cannot be anticipated and for which there is little existing procedure or past practice. Requires careful analysis of the effect of

the solution on other activities and overall coordination within the Department. Involves a high degree of resourcefulness, independent judgement, initiative, and long-range planning.

Requires extensive knowledge of pertinent objectives, policies, wildlife laws, and department regulations. Excellent communication, negotiation, planning, and time management skills are required. Must have a thorough understanding of department policy and procedures.

Responsible for handling of confidential data and personnel information.