OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title:	**ASSISTANT CHIEF**	**Grade:**	**18**
Division:	**Law Enforcement**	**Job Code:**	**E10B-ES**
Reports To:	**Chief**	**FLSA Status:**	**Exempt**

SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Chief of Law Enforcement, will assist in planning, organizing, and managing the operations and programs of the Law Enforcement Division in an orderly and efficient manner, including enforcement of state and federal wildlife laws, public education, personnel management, officer training, equipment maintenance, policy and procedures, and any other activities supporting the Division's and Department's mission. Assist in preparation and oversight of Division budget. Interpret state and federal wildlife laws and regulations for Department personnel as well as for the general public. Responsible for ordering and the control of the Division's property and inventory. Perform other duties as may be prescribed by the Chief of Law Enforcement.

JOB DUTIES

Assist the Law Enforcement Chief as directed. Serve in the chain of command between the Chief of Law Enforcement and District Chiefs.

Interpret policies, regulations, and laws for employees and the public.

Assist in preparation and oversight of Division budget. Maintain records of the Division's budget throughout the fiscal year.

Organize and oversee the maintenance of fiscal records and all other arrest records and Law Enforcement reports. May develop staff reports, etc., on a wide variety of subjects.

Appraise work performance of subordinates by personal observation and activity reports.

Assist in review and distribution of wildlife and fish regulations.

Conduct annual inventory on all equipment assigned to the Law Enforcement Division by visually accounting for each item, assist in recovery of any item not accounted for. Advise District Chief or Division Chief of any equipment discrepancies. Inventory confiscated items and place on inventory.

Work with sportsmen, landowners, community leaders and courts to maintain and create harmony.

Under the direction of the Chief, organize and conduct special projects, assist in assignment of personnel, including assignment on special programs.

Supervise District Chiefs, Operations Manager, and support staff, including conducting job performance appraisals.

Work with, and coordinate Division assistance to, other Divisions and Sections to support the Department's mission and goals.

Must be able 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.
- Responsible for ordering and the control of the Division's property and inventory
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others.
- Position requires intermittent standing and walking and may work with light to medium weight materials.
- Lift, push and pull at least 50 pounds in all directions including overhead.
- May be required to jog or walk over rough terrain or swim.
- Requires extensive and sustained contact with many people, in person, by telephone, radio, and/or in writing.
- May be required to work extended hours, some holidays and weekends.
- May be required to travel with possible overnight stays.
- May be required to perform other management or non-management duties as directed by the Division Chief.
- Work directly with other Division Chiefs in coordination of proposed regulation changes.

REQUIREMENTS:

EDUCATION: Requires a Bachelor's Degree in 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 is required. 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.

If hired prior to 1995, eight (8) years experience as a Game Warden may substitute for the educational requirement.

EXPERIENCE: Requires nine years previous related experience. At least five years experience must include supervisory responsibility.

KNOWLEDGE AND SKILLS:

Position requires extensive contact with many people, including Department employees and the general public, in person, by telephone, radio, and/or in writing. Requires maximum knowledge of pertinent objectives, policies, wildlife laws and Department regulations. Requires good judgment and the ability to effectively communicate, negotiate, plan strategy, and implement directives and programs to support the Department's mission and goals.

Responsible for confidential data. Has access to, or works daily with, a wide range of confidential material such as arrest and conviction records, special investigating agent reports, future plans and programs, and confidential conversations. The disclosure of such information could be detrimental to the interests of the Department both internally and externally.

Must have basic computer skills and knowledge of word processing and standard office equipment.