OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title:	**Assistant Chief**	**Grade:**	18
Division:	**WILDLIFE**	**Job Code:**	**E10B-ES**
Reports To:	**Chief**	**FLSA Status:**	**Exempt**

SUMMARY OF ESSENTIAL JOB DUTIES

Under the general supervision and direction of the Division Chief, the Assistant Chief is responsible for assisting with the planning, organizing, directing, managing, and coordination of all phases of operations of the Division. Develops short- and long-range research and management plans/projects, and supervises the implementation once approved. Prepares, submits, and provides oversight of the Division budget that includes capital improvements, land acquisition, personnel, equipment, supplies, research projects, surveys, and other needs to meet Division objectives within state and federal aid guidelines. Will directly or indirectly supervise regional, research, diversity, private lands, and program supervisors as well as lands and minerals coordinator and clerical staff. Provides planning, scheduling, execution, and documentation of assigned functions. Coordinates activities with other Divisions, State and Federal Agencies, Non-governmental Agencies, public groups, and individuals as needed. Develops proposed regulations for hunting, trapping, other forms of take and land use. Conducts public hearings and/or meetings and represents the Division at conferences as assigned. Supervises and monitors all agriculture, grazing, timber lease activities and payments and assists with assessing monetary damage and environmental impacts of rights-of-way, easements, well sites, roads, etc. Assists in developing Department policy and Division procedures and willing to perform other duties as assigned.

JOB DUTIES

Provide supervision for evaluating land for acquisition or lease, management, and development functions of the Division. Compile and maintain accurate and adequate records of all activities supervised.

Provide for planning, scheduling, and execution of assigned functions to meet Department objectives. Coordinates Division activities and assists in coordinating with other Divisions.

Prepares the Division budget and administers control of allocated funds. Prepare/review/approve specifications for requisition purchases of equipment, materials and supplies, and regularly monitors expenditures.

Responsible for all the Division Federal Aid reports and works with Federal Aid Section monitoring grants/expenditures and compliance.

Maintain inventory of Division equipment, periodically inspects for general condition and upkeep.

Coordinate Division participation in evaluations of impacts of development on wildlife including Threatened and Endangered species and Species of Greatest Conservation Need.

Responsible for agriculture, grazing, and timber lease programs. Reviews and award bids, and monitors payments.

Assist in selection, training and development of subordinate personnel.

Supervise and assign workload to appropriate supervisor's, makes periodic field inspections to monitor work and upkeep of department property.

Assist other State and Federal Agencies, NGO's in planning and implementation of conservation programs.

Assist with design and evaluation of wildlife population or area user surveys and inventories.

Propose regulations for hunting, trapping, other forms of take and land use. Responsible for rule change proposal forms and serves on Regulatory Review Committee and following the administrative procedure act.

Conduct public hearings or other public meetings. Represent the Department in meetings with other governmental agencies and the general public.

Assist in developing Department policy and Division procedures.

Responsible for handling confidential information, personnel issues, and disciplinary actions as needed. Completes Performance Management Process (PMP) for subordinates.

Proxy for Division Chief as needed. May be required to perform other 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.
- 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 with an eye for detail and excellent technical writing skills.
- Operate and use small and handheld equipment and supplies.
- Use personal computers, software, and a variety of office equipment.

REQUIREMENTS

Education:

Requires a bachelor's degree in wildlife management or equivalent field from an accredited college or university with preference given for an advanced degree in this field.

Experience:

Requires nine years previous related experience, of which at least five years must have included supervisory responsibilities.

Knowledge and Skills:

Must have a thorough knowledge of the principles and techniques of wildlife management, public administration, managerial functions and techniques of office procedure. Requires considerable knowledge of the principles and techniques of supervision, leadership, and skill in planning and coordinating the complex programs of the Division by establishing and maintaining effective working relationships. Must have a thorough understanding of Department policy and procedures.