



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: FEDERAL AID / RESEARCH COORDINATOR	Grade: 18
Division: Administration / Federal Aid	Job Code: 7090
Reports To: Assistant Director of Operations	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Assistant Director of Operations, serves as the Department's Federal Aid Coordinator. Oversee all incoming federal revenues and grants. Coordinate Federal Aid in the Sport Fish and Wildlife Restoration Programs (Pittman-Robertson Act, Dingell-Johnson Act, and Wallop-Breaux Amendments to the Dingell-Johnson Act), State Wildlife Grants, Section 6 of the Endangered Species Act, Hunter Education budgets and grant compliance. Responsible for grant development and coordination with nonprofit and other partnership grants. Initiates and coordinates cooperative agreements with universities and state and local governments for contract research projects and for boating and fishing facility developments. Compiles and maintains accurate and adequate records on all work accomplished within area of responsibility. Maintain inventory of all federal aid equipment. Responsible for Americans with Disabilities Act coordination and compliance. Supervises the Grants Specialist, Grants Assistants and the Responsiveness Management Program. Perform other administrative duties as assigned.

JOB DUTIES

Develop schedules and procedures for accomplishing work within area of responsibility. Assist in the development of grant schedules and procedures for all Fish and Wildlife Division activities through recommendation, either verbal or written.

Review and coordinate budgets submitted by subordinates for inclusion in budget. Review all budgets in the Fish and Wildlife Division which include federal aid work to correlate state budgets with federal aid project needs. Increase or decrease Division programs on the basis of availability of federal and other grant funds.

Coordinate and approve purchases of equipment and supplies requested by subordinates within the framework of their unit budget. Provide physical facilities for subordinates as determined in relation to overall Agency needs.

Orient and train new employees both personally and by delegation to responsible subordinates. Provide continuing instruction for all subordinates as needed.

Coordinate and maintain records on all Federal Aid expenditures.

Coordinate and schedule work with other Divisions of the Department.

Coordinate Fish and Wildlife research budgets and contracts with the State Universities, Corps of Engineers, U.S. Fish and Wildlife Service, and the Oklahoma Cooperative Wildlife Research Unit.

Establish schedules for submission of progress reports by subordinates and ascertain that they are received and reviewed.

Evaluate compliance of technical projects and advises project leaders throughout the project, including the final report.

Prepare and submit reports, such as monthly Federal Aid Coordination Report and technical and financial reports as the need occurs.

Coordinate occasional training programs for other Department employees.

Maintain an inventory of all federal aid employees assigned to the Fish and Wildlife Division.

Agency point of contact for federal audits.

Initiate and/or review news releases on federal grants programs items.

Approve travel vouchers for subordinates and claims for all projects supervised.

Write popular articles to inform or promote a project, program or idea with the public pertaining to federal programs.

Conduct constituency surveys and analysis and other responsibilities of responsive management programs.

Must have the ability to

- Lift and carry materials up to 40 pounds.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment.
- May be required to work extended hours and weekends.
- May be required to travel with possible overnight stays.

REQUIREMENTS:

EDUCATION: Requires a Bachelor's Degree from an accredited college or university with knowledge of wildlife management/biology.

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

KNOWLEDGE AND SKILLS: Must have the ability to effectively supervise subordinates and coordinate activities with other divisions. Have the ability to administer and manage programs. Have knowledge of basic accounting principles and practices and possess adequate research knowledge and skills to critically review and manage research programs. Must be able to exercise good judgment in analyzing situations and making decisions. Must be able to effectively coordinate federal grant programs.