



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Assistant Chief	<b>Grade:</b> 18
<b>Division:</b> FISHERIES	<b>Job Code:</b> 6054
<b>Reports To:</b> Fisheries Chief	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Division Chief, is responsible for assisting with planning, developing, organizing, directing, implementing, supervising and administering the statewide fisheries programs of the Division. Coordinate and administer fisheries programs with assistance from the Federal Aid Coordinator, Fisheries Supervisors, Hatchery Managers, and Program Coordinators, and others in the agency to meet established goals, objectives, and strategies of the Division and Department. Supervises both technical and clerical support staff. Assist in preparation of the annual Division budget and monitors expenses as needed to insure sound fiscal responsibility. Maintain inventory oversight of equipment assigned to subordinates; periodically inspect property for general condition and upkeep. Assist in developing Division administrative policies and procedures, work schedules and priorities and organizational framework. Responsible for establishing and monitoring subordinate performance standards. Recommend employee recognition or disciplinary action as necessary. Prepare, review, submit or delegate responses to various written or verbal correspondence. Maintain strong liaison relationships with other State and Federal agencies. Coordinate and schedule public involvement meetings and workshops as necessary to comply with administrative procedures. Handle administrative requirements of rule making.

### JOB DUTIES

Assist in planning, developing and establishing goals, objectives, and strategies for the statewide fisheries management programs of the Division. Incorporates planning and development of both short and long range action plans with technical staff.

Assist in preparation of Division budget, review requisitions and budget transfer requests and provide justification for each as requested.

Supervise and direct work priorities and responsibilities to appropriate field supervisors. Make periodic field inspections to monitor work activities and to assess performance standards. Evaluate field equipment needs and condition of inventory items.

Coordinate management activities and special projects with other division and other agencies. Maintain accurate and adequate documentation of all activities.

Coordinate staff and public involvement meetings, workshops, hearings, etc. as necessary and/or required for purposes of divisional or public communication, education and outreach.

Assist in scheduling, drafting, reviewing, editing and approving proposed fishing regulation changes, media releases, survey data analyses, management reports and position statements for the Division.

Coordinate fish kill investigations. Direct divisional work assignments during field investigations.

Collaborate closely with Federal Aid Coordinator.  
Negotiate disputes over construction standards, payments, plans and drawings, etc.

Routinely represents the Department in meetings with other State and Federal Agencies, the Legislature, lake associations and private conservation organizations, including the OWRB, USACE, SWPA, GRDA, FERC.

Assist in selection, training and development of personnel. Establish work performance standards and documents employee work performance histories.

Coordinate statewide management survey procedures.

Substitute as Acting Chief in the absence of Division Chief.

May be required to perform other duties as assigned.

**MUST HAVE THE ABILITY TO:**

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms, cutting torch, and welding equipment.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Ability to push / pull a minimum of 50 pounds to hook up trailers, load boats, and various other equipment.
- Walk and jog over rough terrain for extended periods of time.
  
- Endure various extremes of outdoor weather conditions.
- 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 and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day / night audio and visual surveys.
- Must be able to swim.

**REQUIREMENTS:**

**EDUCATION and EXPERIENCE:** Requires a Bachelor's Degree with emphasis in fisheries management or equivalent field of study from an accredited college or university. Requires nine (9) years previous related experience. At least five (5) years experience must include supervisory responsibility.

**KNOWLEDGE AND SKILLS:** Knowledge and background in applied fisheries management principals and techniques, public relations, administration and management, and supervisory training. Must have basic computer skills and knowledge of word processing and standard office equipment.

Requires maximum knowledge of pertinent objectives, policies, wildlife laws and Department regulations. Requires ability and judgment in communicating, negotiating, planning strategy and timing to the best effect to gain acceptance of the Department's point of view. Has access to, or works daily with, a wide range of confidential material. The disclosure of such information could be detrimental to the interests of the Department both internally and externally.