



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: Chief	Grade: 19
Division: FISHERIES	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 of Operations, is responsible for planning, organizing, coordinating and controlling all phases of operations of the Fish division in order to effectively conserve and manage all species of fish in the State of Oklahoma. Submit both short and long range research and management plans and projects, and supervise the completion of all approved projects and plans. Prepare, submit, and administer an annual Division budget including capital improvements, personnel, equipment, and supplies. Coordinate Division activities with all other Division, State and Federal Agencies, and with public groups. Is responsible for the compilation of accurate and detailed records of all Division activities. Perform other administrative duties as needed and assigned. Position manages, through intermediate supervisors, a large Division and has responsibility for quality and quantity of work, costs, methods, and personnel.

JOB DUTIES

Determine and establish overall objectives and goals, both immediate and long range, for the Division within the framework of Department objectives.

Formulate strategic and operational plans for the Division as required.

Develop administrative policies and procedures for the Division. Recommend general policies for consideration by superiors.

Interpret Department and Division policies for subordinates and the general public.

Set guidelines, procedures, and schedules for subordinate supervisors and projects.

Develop or approve all schedules and procedures for Division activities.

Coordinate, submit and administer an annual Division budget covering all phases of work.

Delegate tasks and work responsibilities both personally and through intermediate supervisors.

Define responsibility, authority, and accountability for assigned duties to subordinates.

Develop an organizational chart and establish chain of command for Divisional personnel.

Determine staffing requirements for Division and recommend and justify such needs to superior.

Approve acquisition of or submit requests to superior for items of equipment, materials, or supplies.

Direct and supervise Division personnel both directly and through intermediate supervisors.

Appraise the work performance of employees by reports, activities and accomplishments of all subordinates and by reviewing appraisals and reports submitted by intermediate supervisors.

Orient and train new personnel in the Division both personally and through intermediate supervisors. Provide continuing education and training for all employees as needed.

Discuss job related problems and decisions that directly affect subordinates through personal contact and correspondence.

Recommends to superior termination of Division employee when such action is necessary.

Visit and inspect field installations and other phases of Division field work.

Prepare and/or approve news releases and perform public relations.

Attend technical and scientific meetings.

Serve as consultant and advisor on fishery problems to the Director, Commission, and state, federal and private agencies.

Prepare, edit, or review scientific and popular articles and papers on fisheries subjects.

Present informational and educational programs on fisheries on radio and television, and to various civic, sportsmen, and conservation groups.

May be required to perform other periodic or daily non-management duties as assigned by the Assistant Director.

Coordinate the work of the division internally, with other divisions of the Department, various state and federal agencies, and other groups.

Time, integrate and schedule activities within the Division, other Divisions in the Department, various state and federal agencies and other groups.

Establish work performance standards and determine that these standards are met.

Review and critique progress of all work and projects carried out in the division.

Prepare reviews and/or submit various monthly, annual and five-year reports to superior and/or agency or group as applicable. Retain copies of all reports in Division office.

Take corrective action to alter unsatisfactory conditions through chain of command when possible. Takes direct action when necessary.

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.
- Work alone in remote areas.
- 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 in a wildlife related field from an accredited college or university. Requires nine years previous related experience of which five must be in a supervisory or administrative position.

KNOWLEDGE and SKILLS: Requires decisions to be made on a wide variety of complex, changing problems most of which can not 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 maximum of knowledge of pertinent objectives, policies, wildlife laws, and Department regulations. Requires ability and judgement in communicating, negotiating, planning strategy, and timing to the best effect, to gain acceptance of the Department's point of view.

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 .