



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: PADDLEFISH CAVIAR COORDINATOR	Grade: 17
Division: FISHERIES	Job Code: 1624
Reports To: Assistant Chief	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES: Under the general supervision of the Fisheries Division Assistant Chief, will coordinate activities and supervise personnel necessary for the operation and maintenance of the Paddlefish Research and Processing Center (RPC) as well as activities related to the management and research of paddlefish in Oklahoma. Knowledge of Oklahoma paddlefish fishery status and history is essential. Must have a working knowledge of the caviar industry, including roe processing techniques and food industry procedures (HACCP). Will serve as the main point of contact with caviar suppliers and be responsible for the sale of caviar product at the RPC. Supervise 5-15 permanent and temporary employees including biologists, technicians, interns and hourly workers. Accurately observe, record and analyze scientific data, prepare budgets, and submit detailed reports. May be required to be certified as a reserve game warden.

JOB DUTIES:

Coordinate activities and supervise personnel as outlined in the Paddlefish Management and Caviar Program business plan(s) and in regional fishery management and research grant project statements.

Prepare an annual operating budget for RPC operations and maintenance and paddlefish management and research projects for submission to, and approval of, supervisor.

Follow all ODWC and State purchasing guidelines and maintain equipment and vehicle inventory.

Maintain RPC and coordinate procedures for delivery of paddlefish to the center.

Process paddlefish and roe as per established food industry procedures (HACCP) and insure that all necessary certifications and permits are kept current.

Coordinate storage and sale of processed roe to wholesalers.

Coordinate RPC waste disposal and ensure proper handling.

Responsible for training and orientation of all new employees and will establish and interpret policies for subordinates.

Responsible for the proper collection of field samples, acquisition, processing, analyzing and filing of data, and acquiring equipment and supplies for the general administration of assigned duties.

Disseminate technical information on Oklahoma paddlefish fishery management and research through newspapers, radio, television, speaking engagements, instructional, clinics, etc.

Requires reasonable expertise in using various machinery, tools and equipment including fisheries sampling equipment, fish hauling equipment, water quality sampling equipment, laboratory equipment, hand and power tools, and personal computers.

May be required to perform additional 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.
- 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 wildlife or fisheries management, or equivalent field of study, from an accredited college or university plus a minimum of nine years related experience of which two years must include supervisory responsibility.

Or a Master's Degree with seven years experience of which two must include supervisor responsibility.

Knowledge and Skills: Knowledge and background of paddlefish management principles and techniques and caviar industry operation. Must be able to use personal computers, databases, statistics, spreadsheets and word processing software.