



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Information and Education Supervisor	<b>Grade:</b> 17
<b>Division:</b> Information and Education	<b>Job Code:</b> 6977
<b>Reports To:</b> Assistant Chief	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Division Assistant Chief, supervises and directs the activities of the Information Section or Education Section personnel. The **Education** Section personnel are primarily responsible for administration of the Department's education programs. Specifically, these include aquatic education, hunter education, Archery in the Schools, Oklahoma Scholastic Shooting Sports, Expo and R3 coordination. The **Information** Section personnel are primarily responsible for producing the Department's printed, audio-visual and Internet media. Specifically, this includes Internet website and social media outlets, magazine, news releases, television program, booklets, brochures, regulations, marketing campaigns and public relations/media efforts. Additionally, will supervise and direct activities such as exhibits and special public relations projects.

In addition, the Supervisor must also perform the normal and customary duties of an Information and Education specialist and may be required to assist with duties in either Information or Education section.

### JOB DUTIES

Develop specific goals, plans, schedules and oversees implementation of activities to accomplish the broad objectives assigned by supervisor.

Prepare and submit for supervisor approval an annual operating budget as well as individual budgets for assigned projects.

Write and oversee purchasing requisitions as per agency guidelines. Plan work, vacation and holiday schedules for employees.

Delegate specific task assignments to employees, clearly defining the extent of their responsibilities, authority and accountability.

Assure that materials and equipment for performing these tasks are available, while delegating the responsibility of completing the assignments to employees.

Direct all work activities within the Information or Education section and with all section personnel.

May participate in interviews for prospective full-time employees.

Orient new employees and handles directly or supervises their training and instruction.

Take corrective actions as necessary and submit annual job performance appraisals for each employee to supervisor. Establish and interpret policies for subordinates to guide work on assigned projects.

Integrate/direct publications, audio-visual, education programs and Internet activities to streamline the Information and Education Division's performance and communicate more effectively with internal and external customers.

Recommend to supervisor ways to better integrate the activities of the Information or Education section with the overall Division efforts.

May also be required to write, edit, shoot video or photographs or appear as "talent" in broadcasts.

Will oversee special efforts as assigned by supervisor.

Implement workshops and seminars designed to teach practical skills, ethics, and safety to youth, the elderly, the disabled and adults. Work will involve some weekend assignments and may travel to different areas of the State, with possible overnight stay.

**Must have the ability to:**

- Must have the ability to operate a vehicle, standard or automatic transmission with 2/4 wheel drive, including ATVs; and operate vehicles with a trailer attached, including boat trailers.
- Must use computers for word processing and other applications.
- Must be able to lift and carry a minimum of 50 pounds for a distance of 100 yards, including resource trunks, boxes of equipment, signs, cages, and photographic equipment.
- Must be able to endure various extremes of outdoor weather conditions.
- Must have the ability to communicate effectively both orally and in writing.
- Must be able to establish and maintain effective working relationships with others.
- May handle wild animals in live and dead condition.
- Must be able to walk/jog over rough terrain for extended periods and swim.
- May involve working extended hours, weekends, and travel with possible overnight stays out of town.
- May be required to perform other duties as assigned by supervisor.
- May be required to be certified as a Reserve Game Warden and participate in the inter-divisional training program to better assist with other agency projects.

**Requirements:**

**EDUCATION:**

Bachelor's Degree Wildlife Management, Journalism, Education, or equivalent field of study from an accredited college or university.

**EXPERIENCE:**

Requires nine years related experience. At least two years experience must include supervisory responsibilities; or, a Master's Degree with seven years related experience of which at least two years experience must include supervisory responsibilities.

**KNOWLEDGE AND SKILLS:**

Must have a working knowledge of communication and education principles, practices and techniques and an understanding of Department programs and policies. Must be skilled in exercising good judgment in analyzing situations and making problem solving decisions without immediate supervision. Ability to manage and perform all duties and responsibilities of an information and education specialist in addition to assigned requirements of an information and education supervisor without loss of productivity or efficiency.