



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> District Chief	<b>Grade:</b> 17
<b>Division:</b> Law Enforcement	<b>Job Code:</b> 7117
<b>Reports To:</b> Assistant Chief	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the general supervision of the Assistant Chief of Law Enforcement. Within an assigned district of the state containing 8 - 12 counties will plan, organize, motivate, and direct a large group of Game Wardens, through intermediate supervisors and directly supervise the Game Warden Supervisors. Responsible for overseeing the enforcement of the laws of the State of Oklahoma. Responsible for reviewing policies, procedures and programs, and developing new programs for the Division and District. May oversee the District's budget.

### JOB DUTIES

Plan flexible work schedules for Game Wardens in assigned district and schedule days-off, holidays and vacations.

Plan temporary assignments and transfers to solve specific problems or assist other Game Wardens.

Plan and conduct district meetings for personnel in assigned district.

Develop procedures and techniques to solve specific enforcement problems.

Assist in the development of Departmental policies, changes in laws and directives through recommendations to the Assistant Chief.

Plan budget for District and conduct budget control measures through the fiscal year.

Communicate departmental policies, directives and law changes to subordinates.

Define subordinate's responsibility and accountability for work performance, standards, conduct, records and reports. Conduct annual job performance appraisals for subordinates.

Establish standards for satisfactory work performance as set out by statutes, policy, or as directed by the Assistant Chief for subordinates. Appraise the job performance, personal appearance, care, condition, and maintenance of equipment, by making periodic visits to the field.

Advise Assistant Chief regarding personnel needs for equipment, clothing, vehicles and the like needed to carry out their duties. Maintain a written inventory of equipment, supplies, materials and forms assigned to the district.

Make recommendations to the Assistant Chief regarding employment needs.

Serve on interview team for selection of new wardens, promotions, etc.

Orient and train all new employees under supervision. Conduct continuous educational programs to keep personnel current in all phases of law enforcement work.

Make recommendations to supervisor(s) on personnel actions, such as probations, suspensions, etc.

Coordinate with Oklahoma state agencies and with wildlife enforcement agencies of adjoining states on procedures for handling mutual law enforcement problems.

Compile Activity Reports, Reports of Wardens Expense, and Records of Arrests and Court Action, programs, news releases and the like and forward to the Assistant Chief.

Coordinate work effort and performance in wildlife enforcement with other District Chiefs, other Division Chiefs, supervisors and/or other Department employees as directed by their chain of command. This may include law enforcement, wildlife or fish management, research work, public relations, education and information, distribution of license and special permits.

Coordinate Hunter Education Courses with the Hunter Education Coordinator, Enforcement and volunteer instructors in the District and coordinate the use of Hunter Education training equipment.

Assist with office duty in absence of Chief or Assistant Chief.

May be required to perform other duties as directed by their Chain of Command.

Will be available to be contacted by their employees at any time except while on approved leave.

**Must have the ability to:**

- Make split second decisions, including life and death of both the officer and the public.
- Be able to utilize the use of force that is objectively reasonable, necessary and proportionate to effectively bring a person or an incident under control, while protecting themselves or others from imminent harm.
- Will still be required to work with their employees in law enforcement activities throughout the year.
- Conduct problem-solving conferences with Game Wardens and Game Warden Supervisors.
- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use Department issued firearms (shotgun, rifle and handgun).
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Lift, push and pull at least 50 pounds in all directions including overhead.
- Walk and jog over rough terrain for extended periods of time.
- Must be able to swim.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, some holidays and stay overnight out of town.
- 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.
- Conduct day / night audio and visual surveys.

**REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in Wildlife or Fisheries Management, or equivalent field of study from an accredited college or university. For degrees other than wildlife or fisheries a minimum of twelve credit hours in wildlife related field is required. If hired prior to 1995, eight years' experience as a Game Warden may substitute for the educational requirement. Must also be CLEET certified and maintain yearly mandated CLEET training. Will also complete mandatory supervisor training yearly as mandated by the State of Oklahoma.

**EXPERIENCE:** Requires nine years previous related experience. At least two years' experience must include supervisory responsibility.

**OR**

A Master's Degree with seven years related experience. At least two years' experience must include supervisory responsibility.

**KNOWLEDGE AND SKILLS:** Must have basic computer skills and knowledge of word processing. Must be able to work well with others.