



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: RESEARCH SUPERVISOR (w/ Program Emphasis)	Grade: 17
Division: Wildlife	Job Code: 6122
Reports To: Assistant Chief	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Assistant Chief, the **Research Supervisor with Program Emphasis** will coordinate statewide activities of the Big Game, Upland Game, Furbearers, Wetlands and Migratory Birds Programs.

This position will supervise and direct the research and program activities of other wildlife biologists and technicians. Review weekly and monthly time records to ensure all required reports are submitted by the established deadline. Maintain accurate records of all personnel leave, and provides safety training to section personnel on a quarterly basis. Maintain a working knowledge of all projects and timetables. Plan and conduct scientific and technical research on assigned projects using current methods and approved research techniques. Coordinate the review of Federal Aid grant project statements, Section 7, and NEPA compliance checklists. Develop budgets for all projects and maintain an accurate ledger of expenditures. Is responsible for accurately collecting and analyzing data and formulating conclusions. Review and edit annual performance reports for all section projects. Provide management recommendations obtained from research/survey projects.

JOB DUTIES

Assist in developing and implementing short and long range goals and operational management plans for all WMA's. Assist in developing new or altering existing policies/procedures. Conduct or instructs subordinates to conduct a preseason or annual census of various game species. Periodically conducts section meetings as needed. Develop projects for management and harvest of wildlife species. Develop surveys and inventories for wildlife harvest. Prepare recommendations for harvest of wildlife species. Review regulations and submit / approve rule changes proposals as needed.

Develop schedules and procedures by which work projects will be completed. Plan work schedules of subordinates. Define and delegate responsibility for assigned duties to subordinates.

Determine staffing needs and make recommendations to supervisor. Is responsible for training, motivation, and evaluation of all personnel within the region. Makes recommendations to Supervisor for personnel actions, including transfer, dismissal, or termination of subordinates. May serve on personnel interview board.

Serve as editor or reviewer of research/survey/management project reports.

Prepare budgets for all work projects within research section, and monitors expenditures.

Furnish information pertaining to wildlife to the general public. Conduct public meetings and hearings.

Conduct or instruct subordinates to conduct a preseason or annual census of various game species.

Handle unsatisfactory conditions when they arise, and if necessary recommend solutions to problems beyond the span of authority.

Approve requests from subordinates such as leave, requisitions, purchase of materials and supplies, equipment and capital improvements and forwards to supervisor.

Assist news media for broadcasts and provides reference material and field information. Write popular style articles or

features for Department magazine or other publications. Make presentations and give technical advice to sportsmen clubs and various civic, youth and farm groups.

Edit technical reports prepared by subordinates. Handle correspondence and perform administrative functions.

Coordinate work activities with other divisions and with other state, federal and private agencies and organizations.

Represent Division on various committees and at various meetings as assigned.

May perform other duties, management or non-management, as assigned by Supervisor.

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.
- 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.
- Must be able to swim.
- 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.

REQUIREMENTS

EDUCATION and EXPERIENCE:

Requires a Bachelor's Degree with a major in Wildlife Conservation or equivalent field from an accredited college or university, with nine years previous related experience of which at least two years include supervisory responsibility. GIS experience is preferred.

Or a Master's Degree with seven years previous related experience of which two years must include supervisory responsibility. GIS Experience preferred.

KNOWLEDGE AND SKILLS:

Knowledge of: principles and techniques of wildlife research and management, of supervisory functions and techniques of public relation principles. Demonstrated skill in: technical writing, statistical analysis, computer operation, presenting research findings and agency programs, explaining controversial decisions to the public, and in establishing and maintaining professional working relationships with subordinates and others within the Department and other agencies and institutions.