

CLASS TITLE: CHIEF DIVISION OF FISH AND WILDLIFE (DEM)

Class Code: 02514700

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management (DEM), to plan, direct and administer a statewide program of fish and game management and conservation; to plan, organize and supervise various programs, projects and research activities involving wildlife and freshwater fisheries within the state for the protection, development and effective utilization of such fish and wildlife resources; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance to laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of the technical, operational and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Environmental Management (DEM), to plan, direct and administer a statewide program of fish and game management and conservation.

To plan, organize and supervise various programs, projects and research activities involving wildlife and freshwater fisheries within the state for the protection, development and effective utilization of such fish and wildlife resources.

To be responsible for drafting and implementing divisional policies, rules and regulations.

To advise the Director and members of the General Assembly on matters concerning fish, wildlife and the environment, and to assist in the preparation of legislation involving bills affecting such fish and wildlife resources.

To cooperate and consult with various state and federal officials, organizations and agencies in the field of fish and wildlife and conservation and assist in the formulation of policies relative to the development of inter-state plans for the general conservation and management of fish and wildlife resources.

To represent the state at regional, sectional and national meetings dealing with natural resources and conservation and to attend meetings, both in and out of the state, dealing with environment and recreation subjects.

To recommend and draft various projects which may be eligible for federal grants from the United States Fish and Wildlife Service, and other appropriate federal agencies.

To provide guidance and direction to field supervisors involving the implementation and operation for such projects, and to make periodic field inspections and evaluations of the results and effectiveness of such grant-in-aid projects.

To plan and direct an educational program for better understanding of the purposes and objectives of the Division.

To prepare plans and implement programs for the development of public hunting and fishing areas in the state.

To initiate and conduct a public relations program within the state for promoting public interest, understanding and conservation of fish and wildlife resource for the benefit of hunters, fishermen and the general public utilizing such resources for sport, recreational and commercial purposes.

To prepare regular and special reports.

To prepare the annual budget for the Division.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and methods of fish and game management and conservation and the ability to apply such knowledge in planning, directing and administering a statewide fish and wildlife management and conservation program; thorough knowledge of state and federal fish and game laws and the ability to interpret and apply such laws; the ability to plan, organize and supervise programs, projects and research activities for the protection, development and effective utilization of fish and wildlife resources; the ability to advise, cooperate with, and provide consultation services to federal and state officials and agencies, community organizations, and the state legislature on matters involving legislation, management and conservation affecting fish and wildlife resources; the ability to recommend and draft projects which may be eligible for federal grants; the ability to draft and implement divisional policies, rules and regulations; the ability to supervise, manage, coordinate and train subordinate staff members; the ability to develop a public relations and information program; the ability to prepare and annual budget, handle fiscal matters and prepare regular and special reports as required; the ability to establish and maintain effective working relationships with federal officials, other state agencies, community organizations, hunters and sportsmen, and the general public; the ability to communicate effectively both verbally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a master's degree from a college of recognized standing in Fish or Aquatic Biology, Wildlife Management, Wildlife Conservation Biology, Aquaculture and Fisheries Science, Environmental Science and Management, or a closely related field; and

Experience: A minimum of seven (7) years of experience in a supervisory and/or administrative capacity in the fields of fish and/or wildlife management involving the management and conservation of fish and wildlife programs.

Or, possession of a bachelor's degree and a post-baccalaureate certificate in one of the aforementioned fields or a closely related field, plus a minimum of ten (10) years of experience in a supervisory and/or administrative capacity in the fields of fish and/or wildlife management involving the management and conservation of fish and wildlife programs.

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