

**CLASS TITLE: DEPUTY CHIEF FOR WILDLIFE**

**Class Code: 02747600**  
**Pay Grade: 32A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Division of Fish and Wildlife, to assist in the planning and administration of programs for the restoration, protection, management and development of wildlife resources throughout the state and human activities related thereto, including hunter education programs; to serve as the Federal Aide Coordinator in the Wildlife Restoration Programs; as directed, to act for the Chief, Division of Fish and Wildlife in his absence; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Chief, Division of Fish and Wildlife with wide latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and reports for results obtained and for conformance to established policies and objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of the technical, operational and clerical staff assigned to the wildlife section.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Division of Fish and Wildlife, to assist in the planning and administration of programs for the restoration, protection, management and development of wildlife resources throughout the state.

To assist in initiating and conducting a sound public relations program within the state for promoting public interest, understanding and general public utilizing such resources for sport, recreational and commercial purposes.

To serve as Federal Aide Coordinator in Wildlife Restoration Programs by assisting in the evaluation of past performance as an aid in determining future project direction and objectives; coordinating technical projects and wildlife activities with various state and federal agencies; promoting meetings to discuss management techniques needed to obtain program objectives; utilizing assistance from the U.S. Fish and Wildlife Service and other federal aid specialists; and evaluating and reviewing all activities.

To plan, organize and supervise various surveys and/or studies concerning the causes of mortality among birds and animals, wildlife migration and habits, the suitability of various habitats for wildlife to determine adequacy of natural food supply, and other surveys and studies, as required, to improve the state's wildlife management and conservation programs.

To be responsible for the interpretation and evaluation of data and information obtained from surveys and studies, and to make recommendations to the Division Chief.

To implement and supervise recommendations concerning wildlife management policies, which maintain program objectives.

To represent the state at local, regional and national meetings dealing with natural resource and wildlife conservation subjects.

As directed, to act for the Chief, Division of Fish and Wildlife in his absence.

To assist the Division Chief in various administrative functions including budgets, personnel management, purchasing, maintenance of records, preparation of reports, inventory systems, etc.

To be responsible for the overall maintenance of division facilities, buildings, equipment, motor vehicles and machinery.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of wildlife resource management and the ability to apply such knowledge in planning, directing and administering a statewide wildlife management program; a working knowledge of the state wildlife 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 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 advise, cooperate with, and provide consultation services to federal and state officials and agencies, community organizations and the state legislature on matters involving legislation, and management and conservation affecting wildlife resources; the ability to supervise, manage, coordinate and train subordinate staff members; the ability to develop a sound public relations and information program; the ability to prepare an annual budget, handle fiscal matters, and prepare regular and special reports, as required; the ability to establish and maintain effective working relationships with federal and state officials, other state agencies, community organizations, sportsmen and the public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree with specialization in Zoology, Biology, Wildlife Management or any of the specialized Biological Natural Resource Programs; and

**Experience:** Such as may have been gained through: employment in a responsible supervisory and/or administrative position in a wildlife management and conservation program.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 8, 1987

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