

GAME AND PARKS LAW ENFORCEMENT DIVISION ASSISTANT ADMINISTRATOR

DESCRIPTION: Under direction of the Division Administrator, supervises and administers program development, implementation, and/or administration and management of statewide, agency, divisional programs, or administrative functional areas (i.e. accounts receivable, public lands, etc.) assigned to the Law Enforcement division. Incumbents are responsible for direct supervision of staff assigned to the section or area, and may act as the Division Administrator in his/her absence with regard to decision making within a specific section. Additional administrative tasks may be assigned by the Division Administrator; may perform other related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops rules, regulations, policies and statutes related to specific section operations; most are applicable statewide and when regulatory, must be approved by the Commission.

Sets priorities for the administration and implementation of programs, projects, or functions supported by the Law Enforcement division (i.e. budgetary recommendations for Division Administrator approval, creation of planning items, etc.)

Function as the technical expert regarding compliance and interpretation of statutes affecting the Law Enforcement division; drafts statutory and policy changes and relates information to agency personnel and directs compliance.

Develops impact statements, sometimes of a highly sensitive nature, for the Division Administrator in addition to handling difficult questions from, and drafting correspondence for the Governor's Office, Senators, the Legislature, and Federal sources.

Serves as the liaison with Federal representatives regarding complex federal programs (federal farm program and affect on state wildlife); coordinate efforts and programs, most of which have a statewide impact.

Ensures compliance with federal laws and offers detailed interpretation of federal mandates in regulatory situations (i.e. endanger species act); ensures mandate compliance within the agency.

Directs and oversees grant writing for large number of federal funding projects; recommends utilization of funding and identifies partnerships that will be established (i.e. research with National Parks Service) and selects what projects will be done.

Develops annual reports and cost analysis to determine project effectiveness, prepare/draft budget modifications and recommendations that will direct the functions of the Law Enforcement division.

Coordinates the programs, services and interactions of the division with other agency divisions and local, state, federal agencies, and partnering organizations as needed (i.e. special conference planning and coordination, spending authority, credit card and on-line licensing program responsibility, etc.).

V64901 – GAME & PARKS LAW ENFORCEMENT DIVISION ASSISTANT ADMINISTRATOR  
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Develops budget for specific section; may including providing narrative explanation and frequent modifications while adhering to established state limitations.

Keeps division and agency management apprised of personnel and operation matters within the division.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state and federal laws and regulations pertaining to the conservation of fish and wildlife; boating and park laws and regulations; traffic and criminal laws; interviewing and investigation techniques; case management; effective patrol methods.

Ability to: plan and organize functions and work assignments to meet division objectives; meet and relate to diverse groups of people; effectively develop and utilize subordinates; interpret and disseminate technical information; formulate plans and programs and evaluate their effectiveness; establish and maintain effective working relationships with federal, state and local officials, other agency personnel and the public.

Skill in: organization of division program planning; negotiating with diverse clientele including other divisions in the agency, other governmental agencies and the public.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: law enforcement principles and procedures and effective patrol and investigation methods; arrest and detention procedures; rules of evidence, identification and preservation of evidence; patrolling procedures; the principles and practices of administration and public relations; management principles related to planning, organizing, budgeting and coordinating.

Ability to: communicate effectively both orally and in writing; supervise the work of subordinates; meet deadlines and to work under pressure; organize and assemble data, interpret results and prepare accurate reports.

Skill in: presenting information to groups and individuals; interpreting results of surveys and studies relating to division function; dealing with diverse, and often, irate people.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a Bachelors degree in an area related to division functions plus five years related experience.

OR

A Masters degree in an area related to division functions plus three years experience.

SPECIAL NOTE

Certification as a Nebraska Law Enforcement Officer required

Must possess a current Nebraska motor vehicle operator's license