

GAME AND PARKS DIVISION ADMINISTRATOR

DESCRIPTION: Under administrative direction, is responsible for the development, administration and operation of a division within the Nebraska Game and Parks Commission. Employees in this class develop programs and policies to direct the division's work through supervisors and to integrate the goals and programs of the various divisions in the agency. Work is performed independently and assignments may vary according to the nature of the work. Major decisions are made at this level; performs 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.)

Responsible for the long range planning, development, administration and supervision of a specific division; develops and recommends programs and policies.

Ensures compliance with state and federal laws and provides detailed interpretation of federal mandates in regulatory situations; ensures mandate compliance within the agency.

Responsible for the maintenance of all division records and the preparation of reports; prepares the division's budget and assists in all fiscal matters.

Attends administrative meetings and educational programs relating to division; participates in meetings and presents the Commission's view in particular subject areas.

Provides liaison between agency and other governmental units; participates in public relations and assistance including field inspections.

Schedules training sessions, workshops and conferences for division personnel; provides division information to the public.

Orders necessary material for division; responsible for equipment inventory maintenance.

Supervises and assists research programs in collecting information relative to divisional needs.

Prepares work proposals; maintains division's adherence to administrative directives and policies; participates in interdivisional review to integrate the goals and programs of the various divisions of the agency.

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

Knowledge of: agency, state and federal laws and regulations; modern principles and practices of division specialty; technical equipment used in division functions.

G43910 – GAME AND PARKS DIVISION ADMINISTRATOR (continued)

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 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 various players 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: modern principles and practices of division specialty; the principles and practices of administration and public relations; management principles; and state and federal laws and regulations.

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

Skill in: presenting information to groups and individuals; interpreting results of surveys and studies relating to division functions; working with diverse and often irate customers/members of the public.

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 Bachelor's degree in an area related to division function plus five years related experience.

OR

A Master's degree in an area related to division functions plus three years experience.

OR

A high school education plus nine years experience related to division functions.

Three years of the work experience must be of an administrative and supervisory nature.