

DESCRIPTION: Under administrative direction, performs professional work assisting in the administration of Commission policies and programs in resource management, conservation and recreational utilization. Positions allocated to this class conduct strategic level planning and decision making under little to no supervision; performs related work as assigned.

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

Assists and advises the Director in formulating and administering agency policies, procedures and strategic plans.

Directs divisional personnel in the development and implementation of agency programs, policies, budgets, leases, easements and rules and regulations and ensures achievement of agency priorities.

Oversees and directs implementation of conservation and recreation priorities.

Oversees and directs the design, marketing, promotion, delivery and quality of agency programs.

Reviews and approves purchase orders, project requisitions, contracts, budget submissions, personnel recommendations and any other document regarding agency activities.

Coordinates and monitors the activities performed by assigned staff and ensures work performed is in alignment with the agency's mission and strategic plan.

Coordinates with State and federal agencies to achieve agency strategic objectives.

Drafts and approves legislative proposals for consideration and testifies on their behalf before the Legislature.

Reviews and approves annual budget submissions for multiple divisions; compiles and submits biennial budgets to the Director and Commissioners.

Establishes and implements strategies to ensure adequate revenue streams for Commission programs. Identifies new funding opportunities and participates in fundraising activities.

Attends and participates in various meetings with citizen groups, radio and television regarding Commission programs and activities.

Attends staff, constituent, State and federal meetings on topics pertinent to Commission programs; attends all Commission meetings to provide staff assistance to the Director.

Represents the Director in his/her absence or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and techniques of supervision; principles and practices of fish and wildlife conservation methods; principles and practices of land and water management; agency, State and federal policies, procedures, laws and regulations pertaining to agency programs; budgetary procedures; legislative processes; strategic planning processes.

Ability to: manage human resources; plan, assign, direct and evaluate work of staff; analyze and interpret programs and the processes/procedures used to achieve agency goals; interpret and apply agency guidelines; communicate effectively with internal staff and external partners; organize and assemble data to prepare reports; prepare legislative actions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in natural resources conservation, administration, business or related field plus seven years experience in management or administration of a natural resource program. OR Master's degree in an above mentioned or related field plus five year experience in management or administration of a natural resource program.

SPECIAL NOTES:

Specific positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).