

WILDLIFE MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in overseeing the general administration and technical direction of one of the Nation's wildlife programs; coordinates and provides day-to-day supervision of professional and technical personnel engaged in wildlife management; confers with management on major wildlife program policy changes; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Plans, organizes, reviews and supervises the operations and activities of a wildlife management and research programs involving a population of several wildlife species; prepares technical and non-technical reports and studies; makes critical presentations before the division staff, user public, and government agencies; may testify before governing and policy making bodies; formulates long-range program work plans and strategies for the effective utilization of wildlife resources; coordinates program activities with various state and federal agencies; prepares and monitors program budgets and assists with other management activities.

Plans, organizes, reviews and directs major research and management studies relating to wildlife programs; reviews management and research data produced by outside sources relating to program activities; evaluates program work plans, strategies and operations; implements needed changes or modifications as required; selects problems in need of research and determines research methods to be utilized; represents the program at various conferences, seminars and hearings.

Assigns, directs and reviews the work of staff; evaluates employee's work performance; recommends selection, promotion, status changes, awards, disciplinary actions, and separations; solves problems related to the work supervised; determines materials, equipment and facilities needed; explains and gains the support of employees for management policies and goals.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the techniques, methods and procedures used in developing and utilizing wildlife resources.

Knowledge of the Nation's wildlife program, goals, objectives and policies.

Knowledge of the principles of wildlife management.

Knowledge of the principles, processes and functions of administration, supervision and budget preparation.

Skill in planning, organizing, directing, supervising and evaluating the Nation's long and short range wildlife program objectives.

Skill and ability to represent department and division at conferences and meetings.

Skill in communicating effectively in oral and written form.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Wildlife Management or related field with at least thirty (30) semester hours in biological science; course-work must have included: at least nine (9)

THE NAVAJO NATION

Class Code: 3188
Natural Resources and Parks Series
Wildlife Management Group
Overtime Code: Exempt
Pay Grade: 68

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semester hours in wildlife subjects as mammalogy, ornithology, animal ecology, wildlife management or research courses in the field of wildlife biology or at least twelve (12) semester hours in zoology subjects as general zoology, invertebrate zoology, vertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology, or research courses in such subjects; and at least nine (9) semester hours in botany or the related plant sciences; (excess courses in wildlife biology may be used to meet the zoology requirements where appropriate); and six (6) years of responsible experience in wildlife management, two (2) years of which must have been in a supervisory or administrative position.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.