

### Class Concept

This is administrative and managerial work involving the planning and direction of statewide agency programs within a major organizational unit (Division, Section, etc.) of the North Carolina Wildlife Resources Commission. The position collaborates with other Management Administrators to develop and administer programs directed to the conservation of fish and wildlife resources and their habitats. Position advocates agency positions and the importance of North Carolina's fish and wildlife resources. The work supervised encompasses a significant variety of projects, goals, programs, subjects (research, survey, regulatory, etc.), and funding sources. Work includes oversight of and responsibility for more than one of the following programs: land management, wildlife management, technical guidance, habitat management, fish management, fish production, biological research and survey, forestry, wildlife diversity, access, and habitat conservation. Work includes supervision of staff involved in rule-making, permits, grants, and budgets. Work includes advising the Commission and executive management on resource allocation, legislative issues, responses to emergency situations, agency position on controversial topics, and wildlife laws and regulations. Work involves establishing short and long term goals and objectives for programs and ensuring that they consistently meet federal and state requirements and agency goals and objectives. Employee clearly articulates work priorities, determines measures of success and ensures accountability. Employee allocates or reallocates equipment, human, fiscal and other resources to meet agency goals and objectives. Work involves developing and maintaining relationships with a variety of professional, governmental, and public contacts on a local, state, regional, and national level. Employee performs technical and administrative supervision for the work unit. Employee ensures that laws, regulations, policies, and procedures are consistently applied statewide. Work is performed under the general supervision of an executive manager.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of management and administrative practices involved in leading and directing natural resources programs.
- Thorough knowledge of the regulatory processes required to manage North Carolina's wildlife resources.
- Thorough knowledge of agency goals, objectives, policies, and procedures. Thorough knowledge of wildlife (aquatic, marine, and terrestrial), habitats, wildlife management, wildlife disease, and species propagation.
- Ability to organize and direct a statewide work unit which includes a variety of services and programs.
- Ability to plan and administer a statewide budget.
- Ability to review and evaluate study results, formulate management and regulatory recommendations, and effectively communicate complex information to executive management, commissioners, and legislators.
- Ability to communicate effectively in oral and written form to a variety of audiences.
- Ability to establish and maintain effective working relationships with other administrators, biologists, the public, leadership of groups interested in wildlife or fisheries (recreational and commercial), and federal, state, and local government officials.

#### Minimum Education and Experience

Master's degree from an appropriately accredited institution and four years of related experience; or

Bachelor's degree in wildlife or fisheries management, marine biology, fisheries science, zoology or biology from an appropriately accredited institution and eight years of related experience; an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.