

Class Concept

This is administrative and managerial work developing, directing, and coordinating the day-to-day statewide efforts of a wildlife conservation program within the Wildlife Resources Commission. Position develops program strategy, including goals, objectives, policy direction, and procedures. May direct several or all the sections related to a large program depending upon the scope and complexity of the work. Position collaborates with other members of division management to develop and administer programs for constituent participation and engagement and conservation of fish and wildlife resources and habitats. Position advocates for agency programs and the importance of North Carolina's fish and wildlife resources. Work involves supervision of staff; program development and implementation; and conduct and review of program evaluations, grants, and budgets. Work includes advising the Commission and executive management on resource allocation, legislative issues, responses to emergency situations, agency stance on controversial topics, and wildlife laws and regulations. Position has full delegated authority to direct other supervisors, managers, professional and support staff in the delivery of services in the assigned units and program areas. Work involves providing leadership by setting the agency's short and long-term directives and setting goals and objectives for assigned programs. Leadership responsibilities may also require working with other agency executives in resolving internal resource allocation and program integration issues. Position may assist or consult on rulemaking, commission support, legislative change and enforcement of applicable federal and state regulations or agency policies that affect program structures and operations. Position provides leadership in developing and maintaining public and private sector involvement and cooperation for components of the service delivery system. Work is performed independently under the general direction of the Chief Deputy, and is reviewed through periodic meetings, reports, and through program response. Position determines the budget based on input from the Assistant Administrators and Division and Agency goals. Position organizes, directs, and supervises the activities of the staff responsible for communicating agency's policies, programs, and procedures.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina species of wildlife, their habits, and natural requirements
- Thorough knowledge of the principles and practices of wildlife management.
- Thorough knowledge of human resources, purchasing, budget, and accounting practices and procedures related to the program area of assignment
- Thorough knowledge of federal and partner grant management practices
- Thorough operational and policy knowledge related to the program area
- Ability to manage a staff of professional and support positions to achieve program goals
- Ability to analyze and evaluate programs
- Ability to select, train, and supervise employees engaged in specific program or operational area.
- Ability to establish and maintain working relationships with Commissioners, the public, associates, agency personnel, and other state officials
- Ability to express oneself clearly and concisely in oral and written form
- Ability to communicate formally, informally, orally and in writing with individuals and groups on operational and complex business objectives
- Ability to interpret current and proposed legislation and determine impact on conservation programs
- Ability to exercise judgement and discretion in establishing, applying, and interpreting policies and procedures

Minimum Education and Experience

Bachelor's degree in wildlife management, fisheries management, parks and recreation, public administration or business administration from an appropriately accredited institution and seven years of experience related to the area of assignment, including two years of supervisory experience, or an equivalent combination of education and experience.