

Class Concept

This is supervisory and coordinative work assisting the Conservation Program Administrator in directing a wildlife conservation program for the Wildlife Resources Commission. Positions in this class manage and direct agency-wide or statewide conservation programs, at a state or national level for agency or constituent compliance, requiring specialized knowledge of the program and the associated processes and procedures. Positions serve as a manager or assistant manager with program authority in their assigned area. These roles supervise Conservation Program Coordinator positions that create programmatic pathways for participation of constituent user groups within a geographic region or for a significant aspect of the entire Wildlife Education Program. These positions oversee all operations, educational awareness services, program development, and evaluation by staff and assist leadership with strategic planning. Positions also perform special projects and manage the budget, purchasing, and personnel transactions for the program. Work involves setting goals and procedures for conservation programs. Responsibilities include planning, organizing, and managing daily operations; human resources management; and staff development; program policy, procedure design, and implementation; and associated business functions such as statewide grant management, partnership development, program design, and evaluation. Work is performed under the general supervision of the Conservation Program Administrator. Positions plan work operations and programs to accomplish the mission of the agency and ensure the work of the different work units meets the defined goals and objectives for the agency.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina species of wildlife management, their habits, and natural requirements
- Thorough knowledge of the principles and practices of program and/or public and business administration
- Thorough knowledge of current procedures, practices, and equipment
- Ability to develop and implement program budgets
- Working knowledge of federal and partner grant management practices
- May require basic knowledge of accounting practices and procedures
- Ability to initiate and install administrative programs and procedures and evaluate their effectiveness
- Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures
- Ability to supervise a staff of Conservation Program Coordinators
- Ability to establish and maintain working relationships with the public, agency personnel, and officials
- Ability to communicate, formally, informally, orally and in writing to both individuals and groups

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 five years of experience related to the area of assignment, including one year of supervisory program experience; or an equivalent combination of education and experience.