

Class Concept

This is coordinative and administrative work assisting in administering major components of conservation programs for the Wildlife Resources Commission. Positions in this class administer wildlife facility conservation programs at a local facility level, requiring specialized knowledge of the program and the associated processes and procedures. Positions perform various high-level administrative duties in developing and maintaining departmental or institutional programs. Responsibilities include coordinating and administering the programs, aligning educational awareness with agency goals, analyzing and solving technical problems, ensuring compliance of laws and regulations, frequent public contact in promoting established programs and may involve volunteer training. Work is performed under the general supervision of a Conservation Program Coordinator II or higher role and is subject to review and evaluation through periodic meetings, post-audits, personal inspections, written reports and public acceptance.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of North Carolina species of wildlife, their habits, and natural requirements
- Basic knowledge of the principles and practices of wildlife management.
- Basic knowledge of the principles and practices of program and/or public and business administration
- Basic knowledge of program development and evaluation practices and procedures
- Ability to communicate, formally, informally, orally and in writing to both individuals and groups
- Ability to establish and maintain effective working relationships with agency personnel, volunteers, officials, and the public
- Ability to initiate and install administrative programs and procedures and evaluate their effectiveness
- 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 two years of experience related to the area of assignment; or an equivalent combination of education and experience.