

### Class Concept

This is coordinative and administrative work in administering major components of conservation programs for the Wildlife Resources Commission. The positions in this class administer a wildlife facility conservation program at a district or regional level, requiring specialized program knowledge and associated processes and procedures. They perform high-level administrative work in developing and maintaining departmental or institutional programs. These positions manage conservation programs by developing and administering educational awareness to achieve the agency's regional goals and objectives while evaluating program effectiveness. Responsibilities include analyzing and solving the technical problems for the section, ensuring compliance with laws and regulations, program monitoring and evaluating conservation programs, volunteer coordination, and frequent public contact in promoting established programs. These positions may be responsible for grant related reporting. Work is performed independently under the limited supervision of a higher-level Conservation Program Coordinator and with general direction from a supervisor. Work is subject to review and evaluation through periodic meetings, written reports, post-audits, personal inspections, and public acceptance. Positions may mentor and lead volunteers and supervise Conservation Program Coordinator I and other support staff when needed.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Intermediate knowledge of North Carolina species of wildlife, their habits, and natural requirements
- Intermediate knowledge of the principles and practices of wildlife management
- Ability to communicate formally, informally, orally and in writing to both individuals and groups
- Intermediate knowledge of the principles and practices of program and/or public and business administration
- May require basic knowledge of accounting practices and procedures
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness
- Ability to establish and maintain effective working relationships with agency personnel, volunteers, officials, and the public.
- Ability to supervise and coordinate work
- Ability to prepare clear and concise reports
- Ability to deliver presentations
- Ability to provide volunteer management including recruiting, training, and scheduling efforts
- 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 three years of experience related to the area of assignment; or an equivalent combination of education and experience.