

### Class Concept

This is supervisory and administrative work in coordinating and administering major components of conservation programs for the Wildlife Resources Commission. The positions in this class administer a wildlife facility conservation program, within a regional or eco-region level, requiring specialized knowledge of the program and the associated processes and procedures. These positions are the assigned program authority supervising work groups of multiple Conservation Program Coordinator I and IIs and or other support staff and volunteers. As the supervisor, the position oversees all operations and services provided by staff and assists leadership with strategic planning. Work involves planning and organizing daily operations to include developing and administering the agency's goals for educational awareness and objectives for conservation programs. Responsibilities include ensuring conservation program quality and effectiveness. Programs are customized for the region. Work is performed independently under the general direction of the Conservation Program Assistant Administrator and is reviewed for its success at meeting goals.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of program and/or public and business administration
- Intermediate knowledge of program budgets
- May require knowledge of federal and partner grant management practices
- May require basic knowledge of accounting practices and procedures
- Ability to initiate administrative programs and procedures
- Requires the ability to provide volunteer management including recruiting, training and scheduling efforts
- Thorough knowledge of the principles and practices of wildlife management; of North Carolina species of wildlife, their habits, and natural requirements
- Ability to establish and maintain effective working relationships with the public and agency personnel; ability to direct and supervise the activities of other staff members and volunteers
- Ability to communicate, formally, informally, orally and in writing to both individuals and groups
- Ability to exercise judgment 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 four years of experience related to the area of assignment; or an equivalent combination of education and experience.