

### Class Concept:

Work in this class involves the statewide enforcement of game, fish, and boating laws and regulations and federal laws as directed in the MOU with the USFWS. On lands owned or leased by the agency, Wildlife Law Enforcement Officers have extended law enforcement and investigatory responsibilities. During a state of emergency, Wildlife Law Enforcement Officers and equipment are directed toward unified emergency operations. In accordance with agency and division strategic goals, the Assistant Director establishes relevant law enforcement program goals and objectives, plans and supervises operations, develops, maintains and prioritizes budgetary resources, establishes work guidelines, policies and procedures, monitors effectiveness and quality control, oversees human resources management and enhances public relations. Coordinates and provides instruction in hunting safety and boating safety in accordance with agency policy and NCGS. Creates operational and budgetary plans to effectively extend and improve resources and methods and to provide the program for selection and training of wildlife law enforcement division personnel. Assesses statewide programs, taking corrective action and implementing changes either to correct an issue or in anticipation of a potential need or problem. Develops policies, procedures and work standards within the division. Ensure communication throughout the division and the agency. Works with all agency organizational units to ensure unified communication that is consistent with agency strategic goals. Manages agency participation in state and federal emergency management programs. Coordinates law enforcement activities with federal agencies, state and local agencies and agencies from other states. Recommends and implements work standards and operations to ensure consistency between districts, oversees administration support programs, assists the Director in setting priorities. Ensures proper application of the NC General Statutes, the NC Administrative Code, local regulations and the US Code of Federal Regulations. Provides consultation to agency legal staff in the appropriate interpretation of NC General Statutes, the NC Administrative Code, local regulations and the US Code of Federal Regulations. Work requires considerable contact with local, state, and federal law enforcement agencies and judicial officials in order to investigate or resolve cases, to serve as a law enforcement agency liaison, or to act as an advisor or consultant in NC wildlife and water safety laws and regulations. Assists in drafting new or revised legislation and rules regarding enforcement operations, wildlife conservation and water safety. Utilizes project management tools/techniques to manage program(s) and allocate resources. Manages projects that have high impact or high complexity. Recommends program budget, program expenditures, equipment purchases, and salary adjustment budgets and ensures compliance with budgetary procedures. Manages resources in order to meet all emergency management responsibilities. Manages allocation of duty stations and work assignments based on resources and changes in activities. Develops knowledge, skills and abilities to ensure current and future leadership of the division. Institutes processes that ensure professional standards throughout the division.

### Recruitment Standards

#### Knowledge, Skills, and Abilities:

- Thorough knowledge and understanding of agency and division goals and objectives.
- Thorough knowledge of law enforcement tactics.
- Thorough knowledge of the principles of supervision, management, budgeting, human resources, policy making, policy implementation, policy analysis, administrative rules process, and performance management.
- Considerable knowledge of leadership principles and practices.
- Thorough knowledge of new or unique law enforcement equipment and its costs and benefits.
- Thorough knowledge of and skill in the use of firearms and hunting and fishing equipment.
- Thorough knowledge of court, public hearings and administrative procedures
- Basic knowledge of Wildlife and Inland Fisheries Management, habitat management, species conservation, stream and waterway protection and restoration.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

- Thorough knowledge of NC General Statutes in which federal laws are referenced, NC Administrative Code, and local laws.
- Ability to evaluate programs and to oversee the development and implementation of program improvements.
- Ability to formulate and implement complex policies and standard operating procedures.
- Ability to direct others' use of investigative techniques and case preparation.
- Ability to evaluate how supervisors assign and coordinate work.
- Ability to express thoughts, ideas, and information both orally and in writing.
- Ability to communicate through interpersonal interactions and written documentation.
- Ability to effectively communicate with the public about agency programs or issues, laws, and personnel matters.
- Ability to direct the work unit to effectively testify and provide evidence in court and other judicial settings.
- Ability to interact with legislative, state, and Wildlife Resources Commission officials.
- Ability to maintain effective relationships with other law enforcement organizations and members of the legal system.

**Minimum Education and Experience:**

High school or General Educational Development (GED) diploma and ten years of NC Wildlife Law Enforcement Experience, including two years supervising NC Wildlife Law Enforcement Officers or supervising complex Wildlife Law Enforcement operations, or an equivalent combination of education and experience.

**Necessary Special Qualifications**

Certification as a NC Wildlife Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission

