

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Wildlife Program Administrator

Class Code: 90595

Pay Grade: GL

A. Purpose:

Administers a comprehensive, statewide wildlife program and supervises program staff to ensure that program services meet the goals and objectives of the department; enhance, protect, and conserve wildlife; and maximize public safety and recreational opportunity. Provides technical expertise to the department secretary, division directors, and related boards and commissions to support critical decision-making regarding wildlife management and development.

B. Distinguishing Feature:

Wildlife Program Administrators provide technical direction and support to department managers and the public; and administrative and scientific direction to statewide programs in game management, fish management, habitat management, conservation law enforcement, wildlife damage management, and wildlife advocacy and diversity.

Division Staff Specialists develop, direct, and implement an administrative activity such as planning, research and development, information and education, and marketing and promotion for a wildlife, parks, or forestry division.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides administrative direction to department managers and a statewide wildlife management program by preparing and implementing a long-term management plan for all phases of the program to ensure and maintain the integrity of the program's purpose.
 - a. Develops program priorities, goals, and objectives through a five-year management plan; and develops policies and establishes procedures to implement program goals.
 - b. Develops, justifies, and allocates program budget; and authorizes expenditures.
 - c. Implements program objectives and procedures statewide by providing technical direction to regional supervisors, other staff, and other agencies.
 - d. Oversees field projects, determines corrective procedures, and monitors completion.
 - e. Supervises and directs the operation of satellite facilities.
 - f. Oversees management data systems to track program performance and maintain accountability.
 - g. Prepares comprehensive state and federal reports incorporating input from regional and other staff.
 - h. Acts as the department spokesperson in public forums; and maintains coordination among the department, other government agencies, special interest groups, and the public.
 - i. Prepares legislation; and analyzes the impact of federal laws and regulations on the program.
2. Provides scientific direction to a statewide wildlife program, to department managers and boards, other department programs, and other state and federal agencies to ensure conservation of wildlife species and compliance with the department's mission.
 - a. Determines statewide research needs and priorities.
 - b. Directs a statewide research program.

- i. Develops and recommends research studies and methodologies.
 - ii. Prepares research budgets and monitors expenditures.
 - iii. Monitors and directs cooperative research studies.
 - iv. Reviews research proposals for compliance with federal aid requirements for cost-sharing.
 - v. Reviews and edits research reports.
 - c. Oversees development of program management plans and population surveys.
 - d. Develops and implements wildlife regulations.
 - e. Develops statewide protocols for sampling and data storage.
 - f. Coordinates and directs statewide projects, and coordinates program activities with other agencies.
 - g. Represents the department as a technical expert.
3. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
- a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director. Supervises Senior Wildlife Biologists; Wildlife Biologists; Resource Biologists; Assistant Waterfowl Biologists; Game, Fish, and Parks Program Specialists; Hatchery Managers; Hatchery Assistant Managers; Hatchery Biologists; Conservation Foremen; Conservation Technicians; and clerical support staff.

E. Challenges and Problems:

Challenged to develop a wildlife program that is scientifically sound and protects and enhances wildlife species within economic feasibility while allowing maximum public accessibility. This is challenging because recreational and demographic demands vary and must be anticipated and projected, environmental impact factors are difficult to predict, and funding sources vary. Further challenged to implement program goals and objectives statewide and ensure that all entities have the necessary knowledge, skills, and abilities to achieve the program purpose.

Problems encountered include communicating program issues to a public of varied interests; ensuring program components and projects meet state and federal requirements; maintaining compatibility with other department entities and state agencies; keeping up-to-date on technology; ensuring research addresses priority information needs; directing efforts of personnel not in direct line of supervision; timely responses to media; meeting service needs of customers within limited revenues; and ensuring program services are conducted consistently across geographical boundaries.

F. Decision-making Authority:

Decisions include program direction, priorities, goals, and objectives; annual work schedules and personnel assignments; priority and approval of projects; research priorities; content of research proposals; how to obtain, organize, and present technical information appropriate for a variety of recipients; instructions and deadlines for developing federal aid documents; the department's position at meetings of representative groups; interpretation and use of technical information; interpretation of applicable rules and regulations to staff and the public; daily operational decisions at satellite facilities; recommendations for approval of contracts and permits; recommended program budget; recommendations for legislative additions and updates; and recommendations for disciplinary action.

Decisions referred include the department's position on controversial or politically sensitive issues; resolution of situations that impact the general fund; final approval of budget, policies, strategies that affect program direction, legislative action issues, disciplinary actions, research proposals, and staff appointments.

G. Contact with Others:

Daily contact with other staff in the department to exchange information, provide consultations, and receive policy updates; weekly contact with other state and federal agencies to exchange information on common projects and plans; with regional staff to provide direction on program implementation, obtain and provide recommendations and information, and schedule meetings; with State's Attorneys regarding conservation laws, protocols, and legal issues; with Attorney General's staff concerning litigation or other legal questions; and with the Legislative Research Council staff regarding appropriate language for writing rules; monthly contact with special interest groups to provide information and interpretation of programs; and biannual contact with South Dakota State University research personnel to monitor research studies, direct completion of proposals for approved research studies and completion of performance reports; and with other states to exchange technical information and rule interpretation, arrange wildlife trades, and arrange meetings.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- public administration as it applies to conservation and preservation of the natural resources of the state;
- ecological and socio-economic factors affecting habitat and populations;
- state and federal laws and regulations as they apply to wildlife and fisheries management;
- legislative processes and deadlines;
- interaction among the public, resource management agencies, and wildlife and fisheries resources;
- principles and techniques of effective public relations and external communications;
- conservation law;
- personnel management sufficient to supervise employees of various skill levels;
- fiscal management procedures and schedules.

Ability to:

- effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines, both long- and short-term;
- budget monetary, material, and equipment resources;
- develop policies and define standards for specific situations;
- develop procedures and determine the logical flow of work;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- respond appropriately to requests from the state legislature and the governor's staff;
- evaluate program effectiveness and initiate needed changes;
- communicate information clearly and concisely.