

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Hatchery Manager

Class Code: 90442

Pay Grade: GK

A. Purpose:

Manages a state fish hatchery for the propagation of fish species by developing plans for facility operations, fish production, fish health, and research to meet department production goals and enhance recreational fishing.

B. Distinguishing Feature:

Hatchery Managers plan for and oversee the operation of a state hatchery including administration, fish health management, fish culture, research, fish distribution, equipment maintenance, and public relations and education.

Hatchery Assistant Managers direct implementation of daily fish culture activities and facility operations.

Wildlife Biologists monitor fish health, treat fish diseases, and perform fish culture activities and research.

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. Performs administrative duties to facilitate hatchery functions.
 - a. Develops and implements operational budgets, and capital improvement projects and budgets; and authorizes expenditures and monitors budget balances.
 - b. Develops and monitors specifications for materials, fish food, and supplies needed to maintain operations.
 - c. Participates in personnel management.
 - i. Assists in the hiring process.
 - ii. Develops work schedules, monitors time sheets, and authorizes leave.
 - iii. Assists with employee performance evaluations.
 - iv. Directs staff training.
 - d. Develops strategic plans for the hatchery and participates in planning activities for other programs.
 - e. Compiles hatchery production and research reports.
 - f. Oversees construction projects.
2. Directs development of hatchery production programs to ensure adequate numbers of species of fish and specified sizes at targeted stocking dates.
 - a. Oversees production programming for fish growth and feed projections.
 - b. Develops and directs fish culture practices.
 - c. Develops computer models allocating rearing space; and identifying water quality, oxygen, and food as needed.
 - d. Directs and participates in spawning activities, incubation, brood stock care, disease control, natural rearing ponds, and fish distribution.

3. Develops and directs the implementation of enhancement and maintenance projects for hatchery facilities, grounds, and equipment to ensure continuity in operation.
 - a. Develops and implements maintenance schedules for facilities and equipment.
 - b. Oversees and participates in maintaining and enhancing facilities and grounds.
 - c. Develops and recommends improvements to facilities.
4. Oversees development of interpretive programs to ensure they inform and educate all ages about fisheries and the department.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Wildlife Program Administrator. Does not supervise but provides daily work direction to hatchery staff.

E. Challenges and Problems:

Challenged to maintain and improve fish quality while containing costs in aging facilities. Further challenged to produce the number of fish requested at the right sizes and the right times. This is difficult because several unknown factors may alter the production schedules, e.g., an inadequate supply of eggs, fish disease that may occur at any time, power outages that interrupt operations, etc.; all of which the Hatchery Manager is accountable to resolve.

Problems include coordinating work schedules to avoid overtime during busy times, coordinating stocking schedules with other hatcheries' activities and other department staff, dealing with a confrontational public with distorted views of the department, developing reporting procedures and measures that accurately reflect costs of production, and ensuring efficient and optimal use of facilities.

F. Decision-making Authority:

Decisions include management techniques required to meet production goals; work schedules commensurate with production activities; contents of hatchery production and management reports; approval of budgeted funds; fish culture research needs; modifications in stocking schedules; preventive maintenance schedules; content of interpretive programs; recommendations for facility repairs and enhancements; recommendations on new hires; recommendations on personnel management; and recommendations for facility budgets.

Decisions referred are final approval of new hires, disciplinary actions, overtime requests, capital expenditures and budgets; and changes in production goals.

G. Contact with Others:

Daily contact with vendors, professionals, and service personnel to facilitate management of facilities; and with the public to provide information on hatchery operations; weekly contact with other fisheries staff to assist with fish culture activities, fish management practices, and distribution techniques; with other fish hatcheries' staffs to exchange information and fish; with private fish growers to issue permits, review licenses and fish culture practices, and assist with management techniques; and monthly contact with boards and committees as the department's representatives.

H. Working Conditions:

Works around hazardous mechanical and electrical equipment, and high intensity noise; is exposed to allergenic and irritating substances; climbs, lifts, and works in all weather conditions in cold water and on slippery surfaces; inspects and maintains equipment in confined and awkward spaces; and drives heavily loaded vehicles for long distances.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- principles used in the management of wildlife and fish populations,
- state and federal laws and regulations as they apply to wildlife and fisheries management;
- department policies and procedures;
- planning and policy development;
- interaction among the public, resource management agencies, and wildlife and fisheries resources;
- research, laboratory, and statistical methods as they relate to wildlife and fisheries management;
- principles of effective human relations and dealing with the public.

Ability to:

- effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines;
- develop policies and define standards for specific issues;
- develop procedures and determine the logical flow of work;
- provide work direction to professional, technical, and clerical staff;
- favorably present and promote departmental priorities, services, and actions;
- budget monetary, material, and equipment resources;
- communicate information clearly and concisely.