

ASSISTANT CHIEF AQUATIC AND WILDLIFE RESOURCES**NATURE OF WORK:**

Assist the Chief in administering all programs and activities associated with the Division of Aquatic and Wildlife Resources.

Duties may be assigned in full or part depending on workload and best management principals.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

~~Assist in the daily long term management of the three sections of the Division of Aquatic and Wildlife Resources, (Fisheries, Wildlife and Law Enforcement) at the personnel programmatic, budgetary, and policy levels.~~

Provides direct operational oversight of Division activities for review and analysis at the management level.

Assists in fulfilling local mandates as well as maintaining fiscal and program compliance for all federal funds received.

Assists in the review of proposed scientific work on aquatic and wildlife species and impacts to species and associated habitats.

Assists in evaluating research planning and it's effectiveness.

Keeps abreast of laws and regulations (federal and local) as they pertain to fish and wildlife programs and staff.

Prepares, reviews and submits grants seeking funding for aquatic and wildlife resources.

Conducts research, completes analysis, and writes scientific reports consistent with accepted professional standards.

Represents division and department in writing and orally at meetings and public forums including newspapers, radio, and television interviews or presentations.

Responsible for hearing and resolving employee complaints or relation problems and/or provides advice, counsel, instruction, supervision, and recommendations on formal resolutions.

ASSISTANT CHIEF AQUATIC AND WILDLIFE RESOURCES**PAGE 2**

Reviews Work Planning and Performance Evaluation of employees and counsels them on measures to improve performance.

Approves leave request, and may modify section supervisor's and staff schedules to provide for the efficient function of the Division's operations.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- . Knowledge of laws and regulations both local and federal as they pertain to aquatic and wildlife programs,
 - . Knowledge of the principles and practice of aquatic and wildlife research, development, and management to include the ecosystem approach to conservation management.
-
- . Knowledge of commercial and game aquatic species of the pacific area.
 - . Knowledge of the principles and practices of administration, supervision, and management.
 - . Knowledge of budget formulation and process.
 - . Knowledge in the preparation of federal grant applications and compliance requirements.
 - . Knowledge of research and statistical methods and techniques.
 - . Knowledge of federal natural resource laws. (Endangered Species Act, Migratory Bird Treaty Act, Magnuson-Stevens Act, Marine Mammals Protection Act).
 - . Ability to manage aquatic and wildlife resource programs.
 - . Ability to supervise the work of others.
 - . Ability to interpret and apply pertinent laws, regulations and other program guidelines.
 - . Ability to make work decisions in accordance with appropriate program guidelines.
 - . Ability to evaluate operational effectiveness and initiate / recommend appropriate changes to improve effectiveness.
 - . Ability to work effectively with the public and employees.
 - . Ability to communicate effectively, orally and in writing.
 - . Ability to prepare scientific and technical papers and reports.

**ASSISTANT CHIEF AQUATIC AND WILDLIFE RESOURCES
PAGE 3**

QUALIFICATION REQUIREMENT:

- A) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one year of supervisory experience and graduation from a recognized College or University with a Master's degree in Biology or related aquatic and/or wildlife field.
- B) One year of progressively responsible biological professional experience in the field of fish and/or wildlife management and graduation from a recognized college or university with a Doctorate degree in Biology or related aquatic and/or wildlife field.

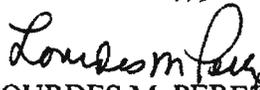
NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license.

ESTABLISHED: JULY 1980
AMENDED: JULY 2006

PAY GRADE: O

HAY EVALUATION:	KNOW HOW	FI2	264
	PROBLEM SOLVING	E3 (38%)	100
	ACCOUNTABILITY	E2C	115
	TOTAL POINTS		479


LOURDES M. PEREZ
Director, Department of Administration