

CHIEF AQUATIC AND WILDLIFE RESOURCES

NATURE OF WORK: Administers all programs and activities associated with the Division of Aquatic and Wildlife Resources.

An employee in this class becomes the program and fiscal signatory for the Division (Federal Aid Coordinator).

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).

- . Responsible for the 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.
- . Directs, and/or formulates policies, plans, standards, and procedures for comprehensive aquatic and wildlife programs and activities.
- . Directs the coordination of grant-in-aid for aquatic and wildlife programs.
- . Responsible for maintaining fiscal and program compliance of all federal funds received and assure compliance with law, regulations, policies, and executive orders applicable to aquatic and wildlife programs and activities.
- . Direct the preparation of operating budget for the division.
- . Review proposed scientific work on aquatic and wildlife species and conduct research analysis and write scientific reports.
- . Maintain liaison with federal aquatic and wildlife agencies, local and private agencies.
- . Provide expertise to assure compliance with law, regulations and policies applicable to aquatic and wildlife programs and activities.

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.

**CHIEF AQUATIC AND WILDLIFE RESOURCES
PAGE 2**

- . 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 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.

QUALIFICATION REQUIREMENT:

- A) Five (5) years of progressively responsible biological professional experience in the field of fish and/or wildlife management and at least two (2) years 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) Three (3) years 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 in biology or related aquatic and/or wildlife field.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

**CHIEF AQUATIC AND WILDLIFE RESOURCES
PAGE 3**

ESTABLISHED: JULY 1980

AMENDED: JULY 2006

PAY GRADE: Q

HAY EVALUATION: KNOW HOW	FI3	304
PROBLEM SOLVING	E4 (43%)	132
ACCOUNTABILITY	E1P	152
TOTAL POINTS		588



LOURDES M. PEREZ

Director, Department of Administration