Plans, assigns and assists in overseeing the work of subordinates; approves leave requests and may modify staff schedules to provide for the efficiency of Division operations.

Performs related duties as directed or required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of both local and federal laws and regulations 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 provide guidance and training.

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, both orally and in writing.

NATURE OF WORK IN THIS CLASS:

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

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in the daily management of all sections of the Division of Aquatic and Wildlife Resources to include Fisheries, Wildlife, Coral Reef, Technical Guidance and Administration, at the personnel programmatic, budgetary and policy levels.

Serves as acting Chief in their absence.

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 development and implementation of program plans and policies.

Assists in evaluating research planning and program effectiveness.

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

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

Prepares, reviews and submits grant requests seeking funding for aquatic and wildlife resources programs.

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 issues and/or provides guidance, counsel, instruction, supervision and recommendations on formal resolutions.

Reviews Work Planning and Performance Evaluation of employees and provides counsel on measures to improve performance.

Ability to analyze data and prepare scientific and technical papers and reports.

MINIMUM EXPERIENCE AND TRAINING:

A.) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one (1) year of supervisory experience and graduation from a recognized or accredited college or university with a bachelor's degree in biology, general science or related aquatic and/or wildlife field; **or**

B.) Three (3) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one (1) year of supervisory experience and graduation from a recognized or accredited college or university with a master's degree in biology, general science or related aquatic and/or wildlife field.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license.

AMENDED:	**AUGUST 2026**				
	MAY 2006				
ESTABLISHED:	**JULY 1980**				
PAYGRADE:	**R (GPP)**				
HAY EVALUATION:	**KNOW-HOW:**	**E**	**II**	**3**	**350**
	PROBLEM SOLVING:	**E**	**4**	**43%**	**152**
	ACCOUNTABILITY:	**E**	**2**	**C**	**175**
	TOTAL POINTS				**677**

This standard revises and supersedes the standard established in July 1980 and amended May 2006.

EDWARD M. BIRN
Director of Administration

LOURDES A. LEON GUERRERO
Governor of Guam