

MARINE FISHERIES DISTRICT MANAGER

This is supervisory and managerial work involving the direction of biological and enforcement activities within a district of the Division of Marine Fisheries.

The manager coordinates and supervises a variety of major fisheries management programs and research projects and exploratory fishing designed to preserve the State's commercial fish and shellfish stocks and to enhance the State's commercial and recreational fishing industry. Employees are responsible for supervising a staff of marine fisheries biologists, law enforcement officers, and technicians. Work involves setting overall goals and priorities, coordinating the activities of fisheries management and enforcement personnel, coordinating projects or concerns with other districts, and making recommendations for management decisions based on input from biology and enforcement personnel. Employees have responsibility for budget development and monitoring through feedback from the enforcement and biology units. Employees ensure that laws, regulations, and policies of the Division are consistently applied in the district and promote the maintenance, preservation, protection, and development of all marine and estuarine fisheries resources in the district. Employees have significant public contact in developing working relationships with fishing industry representatives. Work is performed under the general supervision of the Deputy Director for Operations of the Division of Marine Fisheries.

I. SUPEVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish short and long-range program goals and objectives for both biological and enforcement units within the District and ensure that District activities are consistent with other districts as needed to meet statewide or divisional goals and priorities.

Organizing and Directing - Employees determine the need for changes in objectives and schedules due to shifting priorities and changes in goals as directed by the Division Director. Employees are responsible for coordinating work among the two subordinate work units, assigning projects and allocating or reallocating equipment and other resources. Direction of daily work is done through the marine biologist supervisor and the law enforcement supervisor.

Budgeting - Employees review and approve as appropriate requests for supplies, equipment, and personnel from subordinate supervisors, determine their merit, and justify and submit recommendations to the Deputy Director of Operations. Daily expenditures are monitored by the marine biologist and law enforcement supervisors and reviewed by the District Manager to ensure that expenditures stay within budgetary constraints.

Training - Employees review and evaluate training needs with subordinate supervisors, facilitate the provision of on-the-job training, and evaluate established training courses for possible use within the work unit.

Setting Work Standards - Employees review and/or develop revisions to standards governing the quantity and quality of the work within subordinate work units. Employees assure that standards developed by subordinates are in accordance with scientific and law enforcement principles.

Reviewing Work - Employees review the more critical, controversial or complex projects through informal discussions during progress and review of completed study reports for thoroughness and reasonableness of results. Employees monitor the progress of all projects to assure that they are completed according to goals and schedules. Adjustments are made as needed if problems arise.

Counseling and Disciplining - Employees discuss disciplinary or grievance problems with subordinate supervisors and advise on solutions short of formal action. More serious problems are referred to the immediate supervisor.

Performing Other Personnel Functions - Employees review ratings for applicants made by subordinate supervisors, revise if necessary and recommend selection of new employees to the Director. Employees conduct performance evaluations and make recommendations for merit increases and promotional opportunities.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees adjust internal procedures and methods to respond to occasional technological developments. Periodic changes in program emphasis due to environmental problems or fishing pressures require shifts in research and law enforcement emphasis.

Variety of Work Supervised - Employees supervise marine fisheries biologists and technicians and law enforcement officers.

Number of Employees Responsible For - Approximately twelve to twenty.

III. EXTENT OF SUPERVISION RECEIVED: Long-range projects and programs are planned and coordinated with other District Managers and the Deputy Director for Operations. Employees independently manage activities within the assigned district and coordinate significant changes in programs, goals, objectives, and work procedures with the Deputy Director for Operations.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of monitoring and biological strategies, techniques and procedures; thorough knowledge of biological principles as applied to fisheries management work; considerable knowledge of program objectives, divisional policies, and regulations pertaining to the work to be performed; general knowledge of the administration of budgets, procurement, and personnel responsibilities; ability to organize and direct a variety of projects and work activities among several distinct work groups; ability to review and evaluate study results and formulate recommendations for the consideration of higher level management and for decision-making; ability to train and supervise other workers; ability to communicate effectively in both written and oral form; ability to establish effective working relationships with subordinate workers, the fisheries industry, and the general public.

Minimum Education and Experience Requirements –

Bachelor's degree in marine biology, fisheries science or a closely related curriculum from an appropriately accredited institution and six years of experience in fisheries management work; or an equivalent combination of education and experience.

Special Note –

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.