

## MARINE FISHERIES DEPUTY DIRECTOR FOR OPERATIONS

This is administrative and managerial work in directing the marine fisheries management and law enforcement operations within the four districts of the Division of Marine Fisheries.

Work involves overseeing the development and implementation of marine fisheries management programs and research activities within the district operations. This involves establishing long-range objectives and plans in coordination with the research and development section chiefs to ensure that fisheries management and research projects are planned and administered uniformly within all districts. Employee supervises the four district managers and facilitates interaction between districts and with the central office to ensure that management projects and law enforcement activities meet the goals and objectives of the Division. Employee develops the operational budget through input of the district managers, monitors program activities through routine reports, resolves conflicts and problems through coordination of district and division efforts, serves in the absence of the Director, and performs related work as required.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee participates in the development of long-range fisheries management and research projects with the research and development sections chiefs and the Director of the Division of Marine Fisheries.

Organizing and Directing - Work involves directing the management and enforcement operations in the four districts to meet long-range goals and objectives of the Division. Employee ensures conformity of management efforts and enforcement activities within the four districts.

Budgeting - Employee develops the operational budget for the Division based on input from the district managers regarding projected expenditures and needs for the year. Employee coordinates the proposed district budgets and justifies needs to the Director.

Training - Employee identifies and responds to the training needs of employees as recommended by the district managers. Training efforts for law enforcement are coordinated through the law enforcement supervisors and central support staff.

Setting Work Standards - Employee ensures that work standards, guidelines, and procedures are developed within the districts and that the standards meet Division and departmental policies.

Reviewing Work - Employee reviews the work of the districts through routine reports of the district managers regarding the status and progress of projects and activities. Unusual situations and problems are discussed with district managers for resolution.

Counseling and Disciplining - District managers discuss formal problems and complaints with this employee to determine proper procedures and appropriate resolution. Serious actions and potential consequences will be discussed with the Director.

Performing Other Personnel Functions - Employee interviews, makes recommendations for selection, promotion, dismissal, and salary adjustment of the district managers. Employee will oversee and provide input as needed in the selection, promotion, dismissal, or salary adjustment of other district employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is subject to change based on unexpected changes in the fishing industry, federal marine fisheries projects, or environmental conditions. Unusual situations and severe problems will require the adjustment of management activities to meet unexpected deadlines or to develop short-term projects. Management decisions and projects affect enforcement operations through new or revised regulations.

Variety of Work Supervised - Employee supervises the professional and technical district staffs engaged in fisheries management, research, and enforcement activities.

Number of Employees Responsible For - Employee is responsible for approximately 100 employees in the four districts.

III. EXTENT OF SUPERVISION RECEIVED: Employee reports administratively to the Director of the Marine Fisheries Division. Work is reviewed through routine project reports to the Director and discussions of unusual, severe, or extreme situations that will affect the operations within the districts. Employee keeps the Director informed and updated on pending situations.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Enforcement and management/research activities are performed around-the-clock as determined by the fisheries industry, seasons, environment, or regulations.

Fluctuating Work Force - None

Physical Dispersion of Employees - Employee directs all fisheries management, research, and enforcement activities within the four districts of coastal North Carolina.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities –

Thorough Knowledge of management and administrative practices relating to an agency involved in a natural resource management and enforcement program. Thorough knowledge of the scientific theories and practices and the regulatory process required to manage North Carolina marine fisheries. Knowledge of the laws and regulations and agreements with other governmental agencies and the public concerning marine fisheries. Ability to participate in the planning and management of marine fisheries projects and enforcement operations. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Education and Experience Requirements –

Bachelor's degree in marine biology or police science from an appropriately accredited institution and seven years of experience in the marine resources field including two years in a management capacity; 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.