

FISHERIES MANAGEMENT COORDINATOR

This is supervisory and administrative work in directing one of the major programs with the Division of Boating and Inland Fisheries, N.C. Wildlife Resources Commission.

Employees direct either the statewide fisheries biology services or the statewide boating services to perpetuate the State's inland fisheries resources. Work includes directing services and special programs/projects, biological surveys and research projects, habitat management, and the development of regulations. The biology field services coordinator also supervises fish production and stocking, and the boating coordinator supervises the design, renovation, building, and maintenance of boating accesses. Duties involve program or project design and implementation through field personnel, and the responsibility for initiating changes applicable to fisheries and boating functions and Commission rules, regulations, and policies. Work involves setting field, program, and project goals and priorities, coordinating projects or concerns with other governmental and public interest groups, and making recommendations for regulations based on input from biology and boating personnel. Work involves considerable public contact in developing relationships with a variety of professional, governmental, and public interest groups. Work is performed under the general supervision of the Fisheries Management Administrator. Employees perform related work as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish short and long-range goals and objectives for statewide and special biological services and programs, and ensure that regional and district activities are consistent to meet federal, statewide, and division goals and priorities. The boating access program requires planning for the design, building, renovation, and maintenance of boating accesses.

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 Administrator, Assistant Director, Director, or Commission. Employees are responsible for coordinating work among regions and districts, assigning projects, and allocating or reallocating equipment and other resources. Direction of daily work is done through the supervisors.

Budgeting - Employees plan, monitor, and approve as appropriate requests for supplies, equipment, and personnel from subordinate supervisors or by project. Daily expenditures are monitored by the supervisors and reviewed by the appropriate coordinator to ensure that expenditures stay within budgetary regulations and constraints. Work may include administering and monitoring special program funds or grants and preparing required reports. Work may also include coordinating budget preparations, approving fund transfers, researching equipment and land purchases or leases, and coordinating reports and communications with funding sources.

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

Setting Work Standards - Employees review and/or develop revisions, standards, rules, and regulations governing the quality and quantity of work within their Division and relating to other Wildlife Divisions. 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 or concerns through informal discussions during progress and review of completed study reports for thoroughness and reasonableness of results and recommendations. Employees monitor the progress of all reports or projects or assure that they are completed according to goals and schedules. Adjustments are made as needed.

Work may be coordinated with university personnel, governmental bodies or commissions, or special interest groups.

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

Performing Other Personnel Functions - Employees review ratings for applicants made by subordinate personnel and recommend selection of new employees to the Administrator. Employees review and adjust work plans, conduct performance evaluations for supervising biologist, 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 occur in program emphasis due to environmental problems and special concerns impacting on fisheries population and management or boating accesses.

Variety of Work Supervised - Employees supervise fisheries biologists and technicians, or boating technicians.

Number of Employees Responsible For - Approximately 20 to 65 personnel.

III. EXTENT OF SUPERVISION RECEIVED: Long-range projects and programs are planned and coordinated with other coordinators and the Administrator.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - Additional temporary workers are added for seasonal work.

Physical Dispersion of Employees - Subordinate work units and employees are located in several places throughout the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities –

Thorough knowledge of fisheries biology monitoring strategies, techniques, and procedures; thorough knowledge of biological principles as applied to fisheries management work; considerable knowledge of the planning and construction of boating accesses; considerable knowledge of program objectives and divisional policies and regulations pertaining to the work to be performed; considerable knowledge of a variety of fish and related wildlife species, their habits and habitats; considerable knowledge of fish and related wildlife production, distribution, and management; ability to plan and direct work operations; ability to plan and administer a budget; ability to reorganize and direct a variety of projects and activities on a statewide basis; ability to review and evaluate study results and formulate recommendations and regulations for the consideration of higher level management and for decision-making; ability to train and supervise biology personnel; ability to prepare written technical reports; ability to communicate effectively in oral and written form; ability to establish and maintain effective working relationships with staff, the general public, and members of groups interested in wildlife management.

Minimum Education and Experience Requirements –

Bachelor's degree in wildlife or fisheries management, zoology or biology from an appropriately accredited institution with a master's degree preferred and six years of experience in inland fisheries management including some supervisory experience; 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.