



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FISH AND WILDLIFE PROGRAM MANAGER

Job Number: 20001470

Job Code: 71700V161016

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 18	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$26,462-\$35,056 - Hourly	<b>NONE</b>
	\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative and technical support to a division director and performs the duties of the division director in their absence OR oversees the administrative coordination of interdivisional programs under the direction and supervision of agency deputy commissioner OR oversees the administrative coordination of agency interdivisional budget programs and performs the duties of the division director in their absence; and performs other duties as required

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in a biological science, public relations, fish and wildlife management, law enforcement, engineering, education, recreation administration, professional accounting, marketing or related field.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of experience in fish and wildlife management, fish and wildlife law enforcement, conservation education, engineering, professional accounting or marketing.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in a related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in the area of fish and wildlife management, fish and wildlife law enforcement or related field will substitute for the college on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews programs and issues that cross organizational lines and affect the division programmatic mandate and makes recommendations to director. Provides technical expertise and guidance to management personnel within the division. Reviews technical and administrative reports prepared by division management personnel. Prepares reports that reflect technical activity of division. Reviews administrative documents such as timesheets, travel vouchers, etc. Assists in planning division budget. Overseeing regional activity, meets with field division leadership on a regular basis to determine priorities within the region. Determines personnel and other resource allocation to region leadership and projects based on priorities and agency leadership directives. Serves as primary administrative entity within region. Resolves conflicts between divisional personnel within regions based on agency-wide priorities and planning. Recommends approval of purchases, personnel actions and other operational activities within the region.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to traverse rough and mountainous terrain. Must be able to swim, run, climb or otherwise protect self from wildlife such as elk and bear.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Considerable time will be spent outdoors working with field management personnel. Extensive travel will be required within the region and throughout the state.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*