



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 6007

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**CHIEF, CONSERVATION AND COMMUNICATION DIVISION**

GRADE 15

**SCOPE OF WORK:**

Direct the activities of the Conservation and Communication Division of the North Dakota Game and Fish Department. Develop the Department's position on matters affecting fish and wildlife resources and provide current game, fish and other natural resource information through training programs, educational publications, seminars, workshops, media, and other products.

**DUTIES PERFORMED:**

- Direct planning efforts with government agencies, industry, and other public and private entities involved in programs and projects that affect the fish and wildlife resources of North Dakota, i.e. energy development, highway construction, water development, and related projects.
- Plan and develop Department's course of action to alleviate, minimize, or mitigate actions by private industry that adversely affect fish and wildlife habitat.
- Plan, develop, direct, and evaluate programs designated to provide information and education to citizens and concerned groups about game, fish, and other natural resource laws, safety, and current issues through the use of print materials, audio visual programs, workshops, and seminars.
- Facilitate interagency coordination at federal, state, and local levels that creates awareness of fish and wildlife habitat concerns and emphasizes resource protection through the avoidance of adverse impacts.
- Direct National Environmental Policy Act compliance of Department management activities on federal land, including bighorn sheep and elk management planning.
- Coordinate with the U.S. Forest Service and other appropriate entities on all aspects of National Grasslands planning and management.
- Communicate with other Division Chiefs as needed to share information and coordinate work activities that require a cooperative effort for the accomplishment of goals and objectives.
- Provide supervision, direction, and leadership to the staff through meetings, job descriptions, and evaluations; provide for training that supports employee and department goals.
- Oversee the planning, preparation, and expenditure of the division budget.
- Administer the Department's non-game and threatened and endangered species programs.
- Present information regarding Department programs at professional resource management meetings, advisory board meetings, sportsman and civic club meetings, and other public gatherings.
- Prepare both popular (i.e. North Dakota Outdoors) and technical articles explaining and evaluating the various Department programs, projects, and goals.
- Participate in the review and evaluation of Department wide enhancement projects.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in wildlife management, biology, natural or earth science, or a related natural resource discipline, and eight years of related experience, four of which must have been in a supervisory or management capacity. Or a master's degree in one the fields indicated and six years of related experience, three of which must have been in a supervisory or management capacity.

Eff. Date: 01/98

Rev: 07/00 – Grade change from reorganization combining of two divisions

Rev: 07/12 – Conversion to Hay System