



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 6008

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**CHIEF, WILDLIFE DIVISION**

GRADE P

**SCOPE OF WORK:**

Directs and coordinates the activities of the Wildlife Division within the State of North Dakota Game and Fish Department. Provides supervision in the planning and implementation of wildlife management programs.

**DUTIES PERFORMED:**

- Administer Private Lands Initiative (PLI) to provide needed wildlife habitat on private lands as well as private land access for hunters.
- Coordinate PLI activities with other public agencies, private conservation groups, and agricultural groups to ensure maximum program efficiency through coordination with related programs.
- Administer the Department's wildlife depredation alleviation program in order to maximize the benefit to affected wildlife and minimize landowner impact.
- Provide recommendations to the Director regarding law additions, modifications, or deletions necessary to meet program objectives.
- Assist with the formulation of policy on the Federal Farm Bill, coordinate Department input on the Farm Bill and related legislation and ongoing agricultural policy issues that impact fish and wildlife habitat.
- Communicate with other Division Chiefs as needed to share information and coordinate work activities that require a cooperative effort for the accomplishment of goals.
- Administer Department public lands management and acquisition programs to support program objectives, minimize user conflict, and provide quality outdoor experiences.
- Evaluate scope of management and public use on all Wildlife Management Areas (WMAs) including, but not limited to, agricultural practices, public access, road and trail systems, and competing or inconsistent uses; make needed modifications or improvements.
- Ensure the completion of management plans for all WMAs. Plans will include appropriate background, natural resource attributes, objectives, short and long-term development accomplishments, needs, management restrictions and constraints, legal mandates, and an evaluation that identifies how each WMA impacts each Department program.
- Oversee wildfire and prescribed burning activity on Department lands. Oversight includes assigning appropriate staff to work with Disaster Emergency Services, State Fire Marshall's Office, ND Army National Guard, and rural fire departments.

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- Conduct surveys to estimate the number of birds and animals in designated areas and the availability of game food and cover; total the bag counts of hunters to determine the effectiveness of control measures, hunter success, and participation.
  - Recommend changes in hunting and trapping seasons and the relocation of animals in overpopulated areas to obtain a balance in wildlife and habitat.
  - Investigate crop and property damage claims caused by wildlife and initiate control measures to eliminate future damages
  - Oversee the planning, preparation, and expenditure of Division's budget.
  - Provide supervision, direction and leadership to the staff through meetings, job descriptions, and evaluations; provide for training that supports employee and department goals.
  - Communicate Department programs at professional resource management meetings, advisory board meetings, sportsman and civic club meetings, and other public gatherings. Prepare popular and technical articles for publication and distribution in a cooperative effort with the Information and Education Division.

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 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 of 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: 07/12 – Conversion to Hay System