



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6009

CHIEF, ADMINISTRATIVE SERVICES DIVISION

GRADE P

SCOPE OF WORK:

Directs the activities of the Administrative Services Division within the North Dakota Game and Fish Department (G & F). The Division provides fiscal management, licensing, data processing, personnel, maintenance, and risk management services for the Department.

DUTIES PERFORMED:

- Ensure sound fiscal management by coordinating with Division Chiefs the preparation, implementation, and monitoring of the Department's biennial budget and cost tracking system.
- Represent the Department in all fiscal matters and provide for the proper accounting, record keeping, and preparation of required reports.
- Represent the Department at OMB budget review meetings, legislative budget meetings, and other meetings where budget details and justification are required.
- Coordinate risk management program requirements with the Division Chiefs, State Risk Manager and the Attorney General's Office.
- Supervise building and grounds maintenance for the headquarters facility and coordinate office availability and maintenance for field locations.
- Provide data processing support to the Department through supervision of the data processing coordinating staff and ensure effective information processing and networking systems.
- Ensure the availability and distribution of licenses by providing guidance and direction to licensing staff and assist in the development of and adherence to schedules for season setting, application and license availability.
- Coordinate the implementation of computer based programs such as the Harvest Information Program, the continued and expanded use of telephone licensing and applications, computerized licensing and Internet access to lottery applications, and credit card payment.
- Coordinate the Department's Federal Aid programs in a manner that enhances the achievement of program objectives and ensures the availability of funds.
- Serve as the G & F Department's personnel officer by providing for classification and compensation actions, training, a performance measurement and evaluation system, and coordinating this activity with Department division chiefs.
- Provide for the development and maintenance of the Department policy manual.

- Ensure accomplishment of Division goals and objectives by providing supervision, direction and leadership to staff through meetings, job descriptions, and evaluation of performance and provide for training that supports employee development.
- Communicate with other Division Chiefs to share information, and coordinate work activities that require cooperative effort for the accomplishment of goals.
- Represent the Department to state and federal agencies, political subdivisions, private organizations and the public regarding policies, procedures, rules and regulations.
- Prepare both popular (i.e. North Dakota Outdoors) and technical articles explaining and evaluating the results of various Department programs.

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 in accounting, business or public administration, finance, wildlife management, biology, natural or earth science, or a natural resource discipline, and six years of work experience in an administrative capacity, including three years in a supervisory or management role that required similar duties and responsibilities at a departmental or divisional level.

Eff. Date: 01/98

Rev: 10/10 – Revised minimum qualifications.

Rev: 07/12 – Conversion to Hay System