



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6010

ASSISTANT CHIEF, WILDLIFE DIVISION

GRADE O

SCOPE OF WORK:

Assists in directing and coordinating 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:

- Coordinate Department approach to and involvement in captive wildlife issues.
- Make recommendations to the Director regarding law additions, modifications or deletions to meet program objectives.
- Review ND Administrative Code (Article 30-03); coordinate with Enforcement Division, and propose modifications.
- Assist in administering the Department's wildlife depredation alleviation program to maximize the benefit to affected wildlife and minimize landowner impact.
- Participate in the preparation and evaluation of Division budget and its breakdown into project budgets and the assignment of section and District budgets.
- Conduct surveys to estimate bird and animal populations in designated areas and the availability of game food and cover; total the bag counts of hunters to determine 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 of wildlife and habitat.
- Coordinate the implementation of new legislation into proclamations and Administrative Rules.
- Coordinate work activities and share information with other Divisions in cooperative efforts.
- Ensure accomplishment of program goals and objectives by providing supervision, direction, and leadership to staff.
- Coordinate the preparation of program reports showing status relative to objectives.
- Provide assistance in all facets of program management assigned the Division.

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| <p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p> |
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MINIMUM QUALIFICATIONS:

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

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ND Class Description
Assistant Chief, Wildlife Division

Eff. Date: 01/98

Rev: 07/12 – Conversion to Hay System