

DEPARTMENT OF NATURAL RESOURCES

Division of Fish, Wildlife and Parks

Classification: Natural Resources Region Program Manager

Working Title: District Wildlife Supervisor – Northern District

Work Location: Northern District

Position Summary: This position is responsible for the supervision and administration of all aspects of the wildlife management program within the District. The position ensures integration of the wildlife management program with the Natural Heritage Conservation, Facilities and Lands, Parks and Recreation and other Department programs.

Geographic Scope and Travel Requirements: This position is located in a Northern District DNR office. The incumbent is required to travel throughout the District, as well as periodic statewide travel for meetings.

Scope of Authority: The position is responsible for the administration of the Wildlife Program within the Northern District. As a member of the Wildlife Management Leadership Team, assists in setting statewide policy on wildlife management issues. This position reports to the Deputy Wildlife Bureau Director and supervises professional staff and area wildlife supervisors in their implementation of all wildlife activities within the region.

Goals and Activities

45% A. Administration of all management systems associated with ensuring that the protection and sustainable management of Wisconsin's wildlife in the District.

- A1. Prioritize the allocation of program resources (staff and budgets) among areas based on need and oversee and manage the budget.
- A2. Participate in strategic and implementation planning.
- A3. Oversee District work planning development and integration with other programs.
- A4. Ensure consistent program implementation and compliance within the wildlife program and consistency in program implementation and efficient management of personnel and fiscal resources.
- A5. Play a key role in program reviews and evaluations within the region.

20% B. Assurance of internal and external communication, partnerships and integration activities within the District.

- B1. Successfully champion program integration and cooperation, within and across programs.
- B2. Promptly, clearly and effectively communicate policy to and from the central office and field.
- B3. Manage conflicts successfully, both internally and externally.
- B4. Develop and nurture positive internal and external relationships locally.
- B5. Represent the wildlife program at local public and government meetings.
- B6. Encourage and actively seek partnership opportunities to accomplish wildlife objectives.
- B7. Ensure positive relationships with non-department wildlife professionals.
- B8. Provide technical assistance to local governments (e.g., Nuisance Wildlife).
- B9. Use conflict resolution strategies regarding technical decisions (e.g., habitat and population management techniques).

20% C. Supervision and guidance to team members assigned to the District.

- C1. Supervise permanent, seasonal and limited term employees and, as may be appropriate, volunteers and external groups.
- C2. Through membership on these teams and working with the Regional Integrated Management Team integrate the Wildlife program with other Department programs, including Natural Heritage Conservation and Parks and Recreation Management.

- C3. Perform required supervisory responsibilities including hiring, training, evaluating performance, discipline and handling grievances.
- C4. Partner in recruitment activities to create a diverse applicant pool. Implement and provide information on affirmative action policies, procedures, and agency goals.
- C5. Monitor harassment and discrimination policies to ensure a respectful and inclusive environment.
- C6. Support the training and developmental opportunities for all team members. Inspire, motivate and challenge team members.
- C7. Coordinate staffing for special events.

15% D. Participation as an active member on the Wildlife Leadership and District Wildlife Supervisor Teams.

- D1. Participate actively and effectively in the development of statewide policy.
- D2. Through membership on these teams and working with the Regional Integrated Management Team integrate the Wildlife program with other Department programs, including Natural Heritage Conservation and Parks and Recreation Management.

Knowledge, Skills, Abilities

1. Knowledge in applied wildlife management (ecology and habitat management, population management & monitoring, nature-based recreation management).
2. Knowledge of ecosystem management principles at various scales.
3. Knowledge of natural and ecological features, issues and threats to biological diversity, and management actions that will help maintain the biological diversity of the assigned geographic location.
4. Knowledge of public outreach and educational techniques related to wildlife management issues.
5. Knowledge of wildlife management, natural heritage conservation, forestry, parks and recreation, and facilities and lands policies and programs applicable to that area including statutes, rules, handbooks, and policies.
6. Knowledge of other Department programs that impact the Wildlife Management program.
7. Knowledge and experience in providing technical assistance to other government agencies, conservation organizations and other public constituencies that impact wildlife.
8. Knowledge of all aspects of the Wildlife Management program statewide.
9. Knowledge of all aspects of Wildlife Management programs supervised within the region.
10. Knowledge in operations planning (master plans, feasibility studies, land use plans).
11. Skill in communication
12. Ability to build teams, relationships and partnerships
13. Ability to effectively manage conflict
14. Ability to develop people and manage staff talent