

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION

Working Title: Area Wildlife Supervisor

Classification: Natural Resource Area Supervisor

Work Location: Southern District, Fitchburg Service Center, Horicon Marsh Education and Visitor Center

Purpose of the Position: This position is responsible for the supervision and implementation of all aspects of the Wildlife Management Program within the Fitchburg Area, which includes Columbia, Dane, Dodge and Jefferson Counties. The position ensures integration of the Wildlife Management Program with other programs within the WDNR, with special emphasis on the Natural Heritage Conservation, Facilities and Lands, Parks and Recreation, Forestry, Fisheries and DPSRP. Serves as a member of the Southern District Wildlife Management Team and the Wildlife Implementation Team.

Geographic Scope and Travel Requirements: This position is located in the southern third of Wisconsin, specifically in the south-central portion of the Southern District with program oversight and responsibilities as an Area Wildlife Supervisor. Travel within the area will be frequent, with regular travel within the Area.

Scope of Authority: This position is supervised by the Southern District Supervisor and will directly supervise professional and technical wildlife staff and limited term employees in their implementation of the Wildlife Management Program in the assigned geographical area.

Responsibilities and Duties:

40% A. Provide Supervision and Guidance to Assigned Staff

- A1. Provide supervision and guidance to team members assigned to the area including permanent, seasonal and limited term employees and as may be appropriate to volunteers and external groups.
- A2. Train, assist, coach and mentor team members to develop, enhance and/or improve their technical, managerial and interpersonal competencies.
- A3. Perform required supervisory responsibilities including hiring, training, evaluating performance, discipline and handling grievances.
- A4. Partner in recruitment activities to create a diverse applicant pool.
- A5. Implement and provide information on affirmative action policies, procedures, and agency goals.
- A6. Monitor harassment and discrimination policies to ensure a respectful and inclusive environment.
- A7. Support the training and developmental opportunities for all team members. Inspire, motivate and challenge team members.

30% B. Administer Wildlife Management Activities in Assigned Geographic Area

- B1. Administer the management system activities related to the wildlife programs in the assigned area to ensure the protection and sustainable management of Wisconsin wildlife and that wildlife work is accomplished efficiently, effectively, and according to standards.
- B2. Administer the management systems involved with the wildlife conservation education program, including the Horicon Marsh Education and Visitor Center, to ensure effective delivery and consistent integration with the statewide conservation education program.
- B3. Allocate budget and staff to achieve workload.
- B4. Oversee and audit implementation of biennial work plan to ensure technical competency and program consistency and compliance.

- B5. Monitor and enforce compliance with statutes, rules, handbooks, and other program policy.
- B6. Champion program integration and cooperation, within and across programs. Identify and resolve issues.

20% C. Plan and Implement Internal and External Communications

- C1. Ensure internal and external communication, partnerships, and integration activities are developed and effectively managed within the assigned area.
- C2. Participate in policy development as requested by the Wildlife Leadership Team and serve as a member of the Wildlife Program Implementation Team.
- C3. Ensure positive relationships with non-department wildlife professionals.
- C4. Actively seek partnership opportunities to accomplish wildlife objectives.
- C5. Integrate wildlife and endangered resources program implementation with other Department programs.
- C6. Ensure a positive customer relationship with external wildlife stakeholders in the area and that response to customer service requests is timely and accurate.
- C7. Ensure conflicts are successfully managed, internally and externally.
- C8. Effectively inform area staff on wildlife practices, programs, and policies.
- C9. Function as the liaison to the Friends of the Horicon Marsh Education and Visitor Center to ensure integration, program consistency and communication throughout the Department.

10% D. Oversee and/or Perform Wildlife Project Development

- D1. Oversee and perform professional wildlife duties within the area.
- D2. Ensure critical or high priority fieldwork and educational programming as identified in the area work plans is completed by performing elements of the field program.
- D3. Perform field wildlife management activities such as prescribed burning, annual wildlife surveys, and land acquisition.
- D4. Oversee development projects such as flowage construction and habitat management maintenance such as flowage draw down.
- D5. Present the wildlife program at local, public or governmental meetings.
- D6. Implement the endangered resources program as it pertains to wildlife management in the assigned area.
- D7. Ensure all development projects are checked to ensure no negative impact on historical or archeological sites or endangered resources.

Knowledge, Skills and Abilities

1. Knowledge of wildlife management practices and principles
2. Knowledge and understanding of ecosystem management principles at various scales
3. Skills in wildlife management (ecology and habitat management, population management and monitoring, nature-based recreation management)
4. Skills in strategic planning principles (policy analysis, strategic program formulation with goal setting and objectives, budgeting for strategic purposes, and execution through implementation of quality improvement principles and evaluation.)
5. Skills in public participation principles and techniques and public relations (used to work with various state and federal agencies, universities, special interest groups and general public on issues concerning captive wildlife).

6. Skills in supervision and leadership (team building, supervising, mentoring, coaching, establishing priorities and delegation, recruitment, staffing, hiring, mentoring, evaluating, training, and constructive criticism and discipline).
7. Skills in budget management, work planning, policy, rule and legislation development.
8. Skills in meeting and process facilitation
9. Skills in interpersonal relationships and building trusting Required
10. Skills in written and verbal communications including presentation/public speaking
11. Skills in computer software including word processing, spreadsheet applications, internet, e-mail applications and document management.
12. Ability to problem solving and collaborative decision-making skills.
13. Ability to identify and handle conflict resolution
14. Skills in social media strategies
15. Skills in customer service techniques and principles
16. Skills in time management