

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Wildlife District Manager

**SERIES NO.:**

2226

**MAJOR AGENCIES:**

Natural Resources

**EFFECTIVE DATE:**

11/25/2001

**SERIES PURPOSE:**

The purpose of the wildlife district manager occupation is to manage all wildlife programs & activities (i.e., fish management, wildlife management, law enforcement & public information & education) in assigned wildlife district.

**CLASS TITLE:**

Wildlife District Manager

**CLASS NUMBER:**

22265

**EFFECTIVE DATE:**

11/25/2001

**CLASS CONCEPT:**

The management level class works under administrative direction & requires thorough knowledge of fisheries & wildlife management, law enforcement, human resources development, supervisory techniques & agency policies & procedures in order to manage & oversee all fish & wildlife management & game protection activities in assigned wildlife district & supervise supervisory, administrative & clerical personnel.

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| <b>CLASS TITLE:</b><br>Wildlife District Manager | <b>CLASS NUMBER:</b><br>22265 | <b>BARGAINING UNIT:</b><br>EX |
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**EFFECTIVE DATE:**

11/25/2001

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs & manages all fish, game & law enforcement programs & activities (e.g., prepares budget for district & field operations; reviews & approves all purchase orders, bid requests, expense accounts & other fiscal items; assures all division programs are implemented; reviews program objectives; travels to various areas to make field inspections of operations; recommends changes in policy, programs & laws to supervisor; keeps supervisor informed of progress of various programs & problems; proposes & coordinates preparation of capital improvement projects, area development plans & land use plans) & supervises supervisory, administrative & clerical personnel.

Directs & coordinates effective public relations program; prepares & delivers speeches to sports clubs, organizations & other interested parties; attends variety of meetings; coordinates preparation of weekly news releases; coordinates activities with federal & local governments & private agencies.

Oversees investigations & approves all license agent applicants & agents for proper reporting & monetary transactions; consults with other agencies & divisions within department on matters of mutual interest & concern.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of wildlife, fisheries management & law enforcement operations relevant to game protection; budgeting; supervisory techniques/procedures; employee training & development; public relations. Ability to define problems, establish facts & draw valid conclusions; prepare technical reports & operational program plans; gather, collate & classify data.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in wildlife, fisheries management or related field of study; 12 mos. paid work exp. in wildlife law enforcement fisheries or wildlife management; 36 mos. trg. or 36 mos. exp. in project/program management; 36 mos. trg. or 36 mos. exp. in supervisory techniques/principles; 6 mos. trg. or 6 mos. exp. in budgeting; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or completion of undergraduate core program in wildlife, fisheries management or related field of study; 24 mos. paid work exp. in wildlife law enforcement, fisheries or wildlife management; 48 mos. trg. or 48 mos. exp. in project/program management; 36 mos. trg. or 36 mos. exp. in supervisory techniques/principles; 6 mos. trg. or 6 mos. exp. in budgeting; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or 8 yrs. exp. in fisheries management, wildlife management or law enforcement position involving supervision of employees & coordination of wildlife law/fisheries/wildlife programs; valid driver's license.

-Or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be on call 24 hrs./day, 7 days per week; requires travel.