

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Working Title: Deputy Administrator – Fish Wildlife & Parks Division

Classification: Natural Resources Manager

Location: Madison, Green Bay, Eau Claire, Milwaukee, Rhinelander

Position Summary: This position serves as a full line deputy in assisting the Division Administrator in accomplishing the statewide Fish, Wildlife & Parks (FWP) program management mission. The Administrator and Deputy Administrator are responsible for directing Wisconsin's programs for managing Wisconsin's land and water-based resources specific to the Wildlife and Fisheries management bureaus and the Office of Applied Science. Duties include policy development, program administration, planning, legislative and inter-governmental liaison, and personnel and fiscal management. Carrying out these duties requires direct consultation and coordination with other states, a variety of federal agencies and Canada on a routine basis, in order to ensure proper consideration of social and economic impacts on governmental units and industries. This position affects large public and private expenditures on environmental programs and compliance strategies. These programs impact many aspects of life in Wisconsin, including agriculture, power production, manufacturing, tourism, recreation, public works, forestry, transportation, housing, education and research.

Geographic Scope and Travel Requirements: The position regularly travels throughout the state and utilizes appropriate technology for efficiently maintaining regular communications with leadership, management, programs and partners.

Scope of Authority: This position is supervised by the Administrator of the FWP Division. The position is responsible for supervising, directing, managing and supporting the Wildlife, Fisheries and Applied Science Directors and the associated program staff.

Goals and Activities:

30% Goal A: Administration and management of the FWP's Wildlife, Fisheries and Applied Science programs to ensure an integrated multi-disciplinary approach to issues.

- A.1 Act on behalf of and with the full authority of the Administrator.
- A.2 Assign and schedule work for Wildlife, Fisheries, and Applied Science Directors, as necessary.
- A.3 Coordinate inter-program and inter-agency efforts.
- A.4 Plan and direct Division implementation of Department policies, regulations and directives, revising and updating as necessary.
- A.5 Establish Division priorities to allocate personnel and financial resources, balance workload, and develop and maintain performance measures.
- A.6 Work with other governmental agencies, the tribes, and other DNR Divisions in matters of program integration, coordination, policy development and implementation.
- A.7 Address special requests for program related information and reports and fulfill administrative assignments on an as needed basis.
- A.8 Oversee, evaluate and administer the Division of FWP Programs to ensure compliance with legislative actions, statutory and administrative law and court decisions.

45% Goal B: Development and evaluation of key policy issues.

- B.1 Participate with or act for the Administrator in the review of and finalization of documents requiring approval of the Secretary and/or Natural Resources Board regarding program policy items such as proposed administrative codes, legislation and other similar matters.
- B.2 Work with FWP Management Teams to establish consistent integrated cross-program policies and procedures. Specifically, implementation and tracking of the FWP Roadmap.
- B.3 Work with or act for the Administrator to assure that legislation, federal policy, and Natural Resources. Board policies are supported, complemented and implemented by the agency's administrative policies.
- B.4 As policy is being developed, solicit information and advice from the Governor's office, Legislators, NR Board Members, agency colleges, peers in other governmental agencies, and public and private interest groups.
- B.5 Oversight of legislation development (federal and state) and consultation with various public and private organizations on proposed legislation in order to account for scientific and engineering issues, and the social and economic impacts of new proposals to environmental resource policy and regulation.
- B.6 Present testimony at legislative and congressional hearings.

10% Goal C: Development and Oversight of Planning Activities.

- C.1 Direct involvement (including consultation and decision-making) in the scoping, review, adoption and revision of program plans to meet the commitments contained in federal grants, budgets, expenditures, information management, staffing and budget implementation.
- C.2 Develop and coordinate integrated strategic planning, work planning and program implementation of FWP management programs.

10% Goal D: Function as a member of Division Management Team.

- D.1 Develop and maintain an active relationship with the Division's Wildlife, Fisheries, and Applied Science Directors and management staff to advise Administrator on administrative and policy matters related to FWP issues and concerns.
- D.2 Assist the Administrator with management of external relationships by: acting as Division representative in difficult and potentially controversial contacts with members of the Legislature, representatives of environmental and conservation organizations, and the general public; representing the Department and FWP programs in forums of public and private groups at local regional, state, federal and international levels; and maintaining cooperative working relationships with other resource and environmental agencies at levels of government.

5% Goal E: In coordination with the counterpart FWP Deputy Administrator, lead administration of all Division personnel and budgetary matters.

- E.1 Create and support programs that assist in the development of qualified staff. Provide direction, supervision, motivation, training, coaching and discipline for the senior FWP Program Managers.
- E.2 Assist the Administrator in hiring activities and of Wildlife, Fisheries, and Applied Science staff.
- E.3 Preparing and conducting performance evaluations of Wildlife, Fisheries, and Applied Science staff.
- E.3 Act on behalf of the Administrator in hearing and deciding grievances and other personnel actions involving Wildlife, Fisheries, and Applied Science employees.
- E.4 Advise Division Administrator on plan, policy, or procedural initiatives or revisions to facilitate affirmative action and implementing equal employment opportunities and to ensure compliance with the Affirmative Action Plan and civil rights regulations.
- E.5 Perform analyses and studies on the options for reallocation of resources, which are available within the Division or in some cases within the Department.
- E.6 Development of documentation for the Legislature and/or the Department of Administration to support the creation of GPR, PR, FED, SEG positions needed to implement FWP Programs.

Knowledge, Skills & Abilities

1. Skill in governmental leadership and program management.
2. Knowledge and experience in management of any to all of the following: fishery, wildlife, forestry, agriculture, outdoor recreation and natural resource management.
3. Knowledge of land and water management interests.
4. Knowledge of supervisory techniques.
5. Skill in developing and implementing policies and procedures.
6. Ability to lead, supervise and motivate large, diverse programs
7. Ability to think strategically, negotiate and find common ground.
8. Ability to inspire staff, partners and customers.
9. Skill in solving complex, politically sensitive problems.
10. Skill in written and oral communications
11. Knowledge of the legislative process.

Physical Requirements and Environmental Factors:

Strength Requirements -- Sedentary work, exerting up to 20 pounds of force occasionally for no more than 10% of the time; sitting will occur over 90% of the time.

Environmental Factors -- The position will spend approximately 90% of the time indoors.

Telework Evaluation:

This position may be suitable to telework up to 60% of the work week.

ADDENDUM:

Department Competencies (Department Performance Objectives)

Safety: Ensures a culture of safety within the work unit. Demonstrate responsibility for the safety and health of employees. Monitor effectiveness and ideas for improvement. Ensures that staff is provided safety information and training, and for insures that all operations are performed with the utmost regard for the safety and health.

Decision Making: Able to analyze situations fully and accurately to reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible, at the correct level of decision hierarchy. The desired outcomes for this competency include excellence and credibility in decision making.

Service Excellence: Makes customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately. The desired outcome for this competency is a strong connection to our customers.

Effective Communications: Able to express ideas in a clear, concise and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are being expressed. Openly shares information and keeps all relevant parties updated. The desired outcome for this competency is strategic unity built on trust.

Interpersonal Relationships: Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. The desired outcome of this competency is a shared mind set and pool of meaning.

Leadership: Fosters and encourages support from his/her team to accomplish objectives, follow procedures, and accepts suggestions; inspires confidence and respect; motivates people to achieve agency goals and objectives; promotes respect, honesty, integrity, and fairness to all. Enforces standards/rules fairly and consistently and leads with courage. The desired outcomes for this competency are accountability through ownership of the work, staff alignment with agency direction, and full engagement of all employees.