Classification: Natural Resources Property Supervisor
Working Title: Wildlife Property Supervisor
Location: Sandhill Wildlife Area

POSITION SUMMARY: Under the general supervision of the Natural Resources Area Wildlife Supervisor, supervises and administers the management of all wildlife management, recreational and educational programs of the Sandhill Meadow Valley Team. Prepares and updates master plans; develops and manages budgets; initiates and oversees development projects; develops and evaluates work plan accomplishments. Integrates cross-functional resource sharing into daily operations. Initiates, develops and manages effective partnerships with local stakeholders, State and Federal agencies and Non-Governmental Organizations. Provides close supervision of professional, technical and support personnel. Serves as a member on statewide committees, including the Wildlife Implementation Team. This position requires occasional statewide travel with overnight stays.

Goals & Activities:

35% A. Administer the Wildlife Management Program on the Meadow Valley Work Unit

A1. Ensure the sustainable conservation and management of Wisconsin wildlife and the habitats upon which they depend by accomplishing conservation actions efficiently, effectively, and according to standards. Maximize the efficient use of staff and equipment resources within and outside of the work unit to accomplish the Wildlife Management Program’s goals by closely coordinating with the Area Wildlife Supervisor and the Mead Property Supervisor.

A2. Integrate the wildlife management program’s priorities into all aspects of habitat, species and facilities management on the work unit. Cooperate with DNR staff and conservation partners to develop, write and oversee the implementation of the work unit Master Plan. Enhance the integration of DNR programs’ (e.g. Forestry, Fisheries, Law Enforcement, Office of Applied Science, Natural Heritage Conservation, R3) priorities into the work unit’s operations and planning.

A3. Plan and oversee facilities and habitat development and maintenance projects on the work unit. Integrate statewide and regional habitat or species’ conservation plans into project planning and implementation efforts. Monitor and coordinate work performed by private contractors. Provide direct oversight of all development projects to ensure no negative impact on historical or archeological sites or endangered resources.

A4. Utilize DNR data systems to inventory, plan for and track accomplishments for priority habitat management work on state owned lands. Ensure accurate and timely data uploads to support statewide data analyses.

A5. Develop annual work plans and ensure budget expenditures are within annual allotments.

A6. Oversee the development and timely submission of regular progress reports and ensure the accuracy of report conclusions.

A7. Coordinate the maintenance and operation of property infrastructure, including the Outdoors Skill Center, Sandhill Dormitory, office, workshops, garages, outbuildings, fencing, wetland infrastructure, flowages, dikes and roads.

25% B. Supervision and guidance to team members

B1. Assign duties to the team including permanent, seasonal and limited term employees and, as may be appropriate, to volunteer and external groups.

B2. Perform required supervisory responsibilities including hiring, training, evaluating performance, discipline, and handling grievances in accordance with civil service, Department and Division protocols and practices required of classified supervisory staff. Ensure short-term vacancies and workloads are efficiently and effectively managed.

B3. Make determinations on how to optimally shift resources as workload demands; redirect staff time and workload to meet emerging needs. Partner in recruitment activities to create a diverse applicant pool. Develop a succession plan to ensure bench strength and knowledge management.
B4. Implement and provide information on affirmative action policies, procedures, and agency goals. Adhere to harassment and discrimination policies and foster a respectful and inclusive environment.

B5. Ensure safe and proper use of DNR owned and leased equipment. Direct proper use, maintenance, and storage of all equipment. Identify and facilitate training in order to ensure staff safety and operational efficiency.

B6. Provide guidance and counseling on performance and technical matters.

B7. Provide guidance and coaching on interpersonal matters including settling grievances.

15% C. Organizational Responsiveness

C1. Review and keep abreast of changes in knowledge and practices of position-related activities in responsibilities.

C2. Participate in policy development as requested by the wildlife Policy Team and serve as member of the Wildlife Program Implementation Team.

C3. Participate in job-related training, professional development and organizational meetings as assigned or approved by supervisor.

C4. Prepare forms and reports as necessary for budget accounting purposes within established timeframes.

C5. Provide technical information or assistance as needed to other Department programs, including Forestry, Fisheries, NHC, Law Enforcement and Customer Service and Licensing.

C6. Assure program priority work is being accomplished, provide feedback to supervisor on process improvements where necessary and take steps to improve performance where needed.

C7. Follow all general and position-related safety requirements.

C8. Provide logistical support to Law Enforcement staff in addressing human-wildlife conflicts and captive wildlife situations.

C9. Provide information and answer questions of the general public.

C10. Perform other position-related duties as assigned.

10% D. Maintain positive internal and external communication, develop partnerships

D1. Coordinate with external agencies or conservation partners regarding habitat management activities, education programs, or facilities operations, including the United Stated Department of Agriculture, U.S. Fish and Wildlife Service, Natural Resources Conservation Service (NRCS), local State and County Officials, non-governmental organizations (NGOs), and local landowners.

D2. Assist in representing the wildlife management program at public meetings, including Spring Hearings, County Deer Advisory Committee meetings, etc.

D3. Ensure positive relationships with non-department wildlife professionals.

D4. Ensure a positive customer relationship with local stakeholders and responses to customer service requests are timely and accurate.

D5. Ensure conflicts are successfully managed, internally and externally.

D6. Effectively inform staff on updates or changes to wildlife practices, programs, and policies.

D7. Actively seek partnership opportunities to accomplish wildlife objectives.

D8. Represent the wildlife management program at meetings of local conservation organizations, conservation congress, or governmental meetings.

10% E. Facilitate staff professional and career development

E1. Train, assist, coach, and mentor team members to develop, enhance and/or improve their technical, managerial and interpersonal competencies. Delegate meaningful tasks that can challenge employees and provide them with opportunities to build their skills.

E2. Develop regular communications for staff to keep them apprised on Division news and changes and to provide feedback on operations.

E3. Foster a culture of accountability among all staff by creating an achievable work plan for each team member. Review work; monitor and track staff performance.

E4. Foster a team spirit for wildlife management staff and other programs on the work unit.
E5. Support training and developmental opportunities for all team members. Inspire, motivate, and challenge team members to achieve lofty goals.

5%  F. Develop and support priority education programming and wildlife-oriented research on Sandhill Wildlife Area

F1. Actively participate in the planning, administration and implementation of priority wildlife, habitat and social science research on the work unit. Facilitate priority research activities by accommodating researchers while ensuring the adherence to best management practices of maintaining a CWD-free deer herd.

F2. Actively seek, create, and act on opportunities to develop and enhance an educational program on the work unit to promote a conservation ethic in the citizens of Wisconsin.

F3. Support the DNR’s R3 program by facilitating programs directly associated with the Outdoor Recreation Adoption Model. Collaborate with Outdoor Skills Trainers to promote, host, coordinate and evaluate R3 programs.

F4. Coordinate with local NGO’s to develop sustainable resources necessary to support educational and research programs.

F5. Coordinate department and public use of the Outdoors Skill Center and Sandhill Dormitory.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge and experience 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 their relation 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 and endangered resource 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 in operations planning (masterplans, feasibility studies, land use plans).

8. Knowledge of conflict management practices and successful methodologies to transform interpersonal conflict into long-term sustainable conservation actions.

9. Skill in building effective teams.

10. Skill in working through complex interpersonal conflicts to arrive at mutually beneficial outcomes.

11. Skill in effectively communicating clear expectations to staff while maintaining an approachable attitude.

12. Ability to work in a fast-paced environment while balancing multiple high-priority expectations.

13. Ability to act as a coach and mentor, establish formal and informal relationships with others to provide feedback, information, support, and resources to help them develop new or higher levels of skill and ability.

14. Ability to focus on customer needs and provide superior customer service.

15. Ability to maintain a friendly and helpful demeanor with customers.

SPECIAL REQUIREMENTS – None.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:
Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force) for 50 – 75% of the time. Medium to heavy work (exerting up to 50 pounds of force occasionally) accounts for less than 25% of the time.

Physically, the position involves sitting more than 75% of the time. Occasionally (less than 25%) will involve bending, kneeling, reaching when assisting with fieldwork, and/or completing field visits. The position will not be subject to work capacity testing.
**Equipment Used:** In the performance of their duties, incumbents may use hand tools, office equipment, fire suppression equipment, motorized equipment, GPS/navigation equipment, power tools, boats/boating equipment, electronic equipment/radios, firearms, and monitoring and sampling devices.

**Telework Evaluation:** Because of the nature of the work and the high level of public contact, this position is not a candidate for telework.
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.

Competencies: Skills, Abilities and Knowledge

Skills and Abilities

Ability to Work in Teams/with Groups: Work cooperatively with others toward accomplishment of a shared goal as opposed to working separately or competitively. Leverage own strengths to effectively contribute to the project or goal. Reinforces the team concept through actions and communications. Inspires others through a positive ‘can-do’ attitude. Encourages others to sustain interest and involvement through the group task or project.

Customer Focus & Service Orientation: Identifies the needs of customers and works to create the most value for the customer, focusing on customer satisfaction and the desire to serve the customer’s needs. Maintains friendly and helpful demeanor with customers through busy cycles and repetitive needs and questions. Is energized by being around people. Explains complex items or processes in simple terms for the customer. Understands the organization’s products and services and can articulate their value.

Effective Communication: Clearly conveys and receives information and ideas through a variety of media to and from individuals or groups in a manner that engages and helps them understand and retain the message. As necessary, translates complex or technical information or processes to lay audience/customers. Maintains a professional approach and represents self and the Department well in all public programs and contacts.

Effective Presentation: Conveys poise, clarity and self-control in stressful, ambiguous, and emotionally demanding situations. Builds credibility and rapport through honest and direct communication. Gives concise presentations that capture the interests and addresses the needs of the audience. Presents a good professional image through dress, speech, and actions with a demeanor that inspires confidence in the individual and the organization.
Creativity & Innovation - Applies innovative approaches where appropriate; generating or brainstorming new ideas, methods, or techniques applicable to the workplace. Brings forward new ideas or improves existing ideas, products and services by challenging assumptions and thinking outside the box.

Relationship & Partnership Building - Builds and effectively utilizes relationships and influences informal networks to achieve goals. Shares knowledge and builds trust with colleagues, superiors and employees. Is discreet when situation demands. Is tactful when dealing with sensitive issues and personalities and is aware of own impact. Works through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust. Recognizes sensitive information and keeps it confidential. Builds systems and discipline that democratizes information, and, as necessary, removes control and privilege around information. Promotes and influences others’ thinking regarding the organization’s standards and positions.

Takes Action & Shows Initiative - Works well independently and is self-motivated to take action to meet critical organizational/program/unit goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. When needed, puts in the hours necessary to complete the tasks at the highest level of quality possible. Displays the stamina necessary to work an irregular, demanding schedule.

Diversity & Cross-Cultural Sensitivity - Relates to people from diverse populations, groups, and backgrounds without bias. Demonstrates sensitivity to individual differences and recognizes differences as an asset.