



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

ADMINISTRATIVE OPERATIONS MANAGER II – FISH AND WILDLIFE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Admin/Ops Manager II – Fish and Wildlife	X53031	85	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose of Position

Fish and Wildlife Division Assistant Chiefs directly manage and oversee programs. Assistant Chiefs provide direct supervision to program staff and allocate resources on a daily basis to ensure program success.

Nature of Work

Fish and Wildlife Division Assistant Chiefs devote considerable time to direct oversight and management of diverse programs. These managers allocate resources, ensure goals and objectives are met, identify concerns, and directly supervise program staff.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Identifies program needs and works with higher level administrators to address needs.
- Defines work plans and sets interim goals and objectives for work groups.
- Develop work plans based on overall program objectives and ensure successful implementation.
- Responsible for managing program budgets.
- Provides and applies technical knowledge of fish and wildlife management
- Directly supervises program implementation and staff
- Functions as a liaison between program staff and upper administration
- Engages with the public during planning and program development
- Understands and incorporates diverse interests and concerns when defining program direction
- Allocates resources on a daily, weekly, and/or monthly basis
- Monitors resource usage including budget to ensure efficiency and productivity.
- Identifies future concerns and develops alternatives for resolution to be considered by higher level administrators

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Administrative/Operations Manager II – Fish and Wildlife

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Scope of Responsibility – Significant. Assigned objectives are broadly defined by statute, grant, agency mission, etc. **Requires defining objectives, scope, and policies. Managing objectives generally requires considerable experience and seasoning in the assigned areas. Coordinates operations utilizing administrative concepts to organize sub-functions to meet the goals and objectives of the agency.**

Types of employees managed – Administration/Operations Manager II is assigned **significant** staffing resources of low-level managers, advanced technical, and professional employees.

Financial accountability - Objective managed has **significant** relative impact on the mission of the total organization.

Strategic planning/decision challenge - Solves problems through analysis and evaluation of the facts. Distinguishes issues and circumstances that make each case distinct, then formulates alternative solutions, taking into account the relative benefits and consequences that must be considered. Develops program goals, objectives and organizational plans for the efficient delivery of services. Facilitates local level advisory group. Provides direction to the group in order to improve the delivery of good and services to citizens, customers, and clients.

Manager Concept

The Administrative/Operations Manager II administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc.

Administration/Operations Manager II determines objective resource needs and allocates them within financial parameters set at the secondary policy level. The organizational section/unit managed represents a considerable part of the department's total operations.

Minimum Qualifications

A Bachelor's Degree from an accredited college or university Biology, Fisheries Science/Management, Wildlife Science/Management, Forestry, Animal Science, Natural Resource Management, Agriculture Science, Range Management, Environmental Science or Zoology and eight (8) years of professional level experience in fisheries or wildlife management and one (1) year supervisory experience.

Statutory Requirements: If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

Conditions of Employment: Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: *Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

Bargaining Unit Not Represented

Developed: 07/07/2002

Revised: 06/22/12

Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this

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represents the most current copy of the description.