



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

GENERAL MANAGER I – FISH AND WILDLIFE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
General Manager I – Fish and Wildlife	X63031	90	

**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 Chiefs manage diverse employees, programs, budgets, and develop long range divisional goals and objectives. The Fish and Wildlife Division Chief defines program direction and budgets based on general statutory guidance. The manager ensures delivery of services to the public through resource allocation and program guidance. The manager is ultimately responsible for program success. The Fish and Wildlife Division Chief works and thinks at a Statewide or greater scale.

Nature of Work

Fish and Wildlife Division Chiefs devote considerable time to defining long term goals and objectives as well as defining resources needed to accomplish those goals. The manager also spends time defining program direction and ensuring program success.

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.

- Is technically knowledgeable of fish and wildlife management
- Thinks broadly in scope to include not just wildlife management but also socio-political concerns
- Understanding, Manages, and coordinates diverse programs toward a unified objective
- Incorporate diverse information in to a comprehensive understanding to inform decision making
- Identifies future concerns and strategies to address or mitigate these concerns
- Allocates resources to meet needs
- Manages program staff to ensure objectives are met within resource constraints
- Provides clear guidance and explanation to employees
- Defines for staff how Division and Agency goals and objectives align
- Responsible for success of programs

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the General Manager I – Fish and Wildlife.

Scope and complexity of responsibility: *Comprehensive*. Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scope, and

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policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

Types of employees managed: General Manager I is assigned **comprehensive and diverse** staffing resources of mid-level managers and senior professionals.

Financial accountability: Objectives managed has an **extensive** relationship to the mission of the total organization.

Strategic planning/decision challenge: Managing objectives generally **requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances**. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for strategic plan within area of responsibility. Consults with community leaders and legislative bodies.

Manager Concept

The General Manager I administers resources and operational activities to ensure delivery of products and services to citizens, customers, clients, etc.

Determines objective resource needs and allocates them within financial parameters. The organizational unit (bureau or division) managed represents **a diverse part of the department's total operations**.

Minimum Qualifications

A Master's Degree from an accredited college or university in 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 two (2) years 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

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.