

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV36178
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	01	Grade:	23
Workers Comp Code:	9410		
Job Code Established:	1/1/85	Effective Date:	1/1/85
Job Code Revised:	3/18/98	Effective Date:	4/4/98
Job Code Revised:	6/15/06	Effective Date:	7/1/06

JOB CODE SERIES: Fish Hatchery Resource Management & Development Series

JOB CODE TITLE: FISH HATCHERY PROGRAM MANAGER

HRIS TITLE: FISH HATCHERY PRG MGR

CHARACTERISTICS OF THE JOB CODE: Works under the general direction of the head of fisheries management. Manages the state's fish hatchery program through subordinate hatchery managers. Liaisons within agency and with other state and federal agencies to coordinate production and release of hatchery fish and to ensure compliance with all regulations related to hatchery operations.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Manages, directs and evaluates the state's fish production program including spawning, incubation, feeding, rearing, transporting and stocking of cold, cool, and warm-water fish species and analyzing program return on investment. Coordinates statewide fish stocking program. Works with regional fisheries staff. Develops marketing strategies. Supervises, coaches and mentors hatchery managers. Ensures staff competency and development. Prioritizes hatchery program needs based on information from subordinate hatchery managers. Reviews production reports and recommendations of subordinates. Consults with hatchery managers on issues involving water quality, fish health, production and stocking and/or hatchery building and equipment maintenance and repair. Maintains professional relationships with professional and private individuals and organizations and state and federal agencies involved in fish culture and health. Prepares and monitors state hatchery budget. Reviews monthly hatchery reports and prepares annual hatchery reports. Prepares and delivers talks to public groups. Determines need for modernization, alteration and expansion of hatcheries. Evaluates recommendations and approves new equipment purchases for hatcheries.

WORK CONDITIONS: Requires occasional overnight travel. Works in office with some outdoor work in Arizona's weather extremes. Visits to hatcheries require off-highway driving, possibly on unpaved roads. May require irregular work hours including weekends and holidays.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Federal, state and agency laws, rules, regulations, policies and procedures appropriate to assignment. Principles and procedures of hatchery management and fish biology and their application in state's program and facilities. Management best practices in hatchery program administration, including planning, information management, budgeting and staff supervision.

Skill in / Ability to: Manage a statewide fish hatchery program and supervise subordinates who are geographically separated. Apply appropriate federal, state and agency laws, rules, regulations, policies and procedures. Apply management best practices. Promote positive interpersonal relationships among staff, with the public and with public and private agencies and associations. Communicate verbally and in writing. Use computer applications. Work varied hours

KSAs are typically obtained through experience and/or education in:

- Hatchery operation management
- Aquaculture
- Wildlife science

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Bachelor's degree in a wildlife science or related field as defined by Arizona Game & Fish. Possession of and ability to maintain valid Arizona driver's license appropriate to assignment