

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV75533
Job Class Code:	020	Salary Schedule:	ASRRWILD
EEO Category:	06	Grade:	18
Workers Comp Code:	8810		

Job Code Established:	12/19/07	Effective Date:	12/15/07
Job Code Revised:		Effective Date:	

JOB CODE TITLE: WILDLIFE COMMUNICATIONS PROGRAM SUPERVISOR

HRIS TITLE: WLDLF COMMS SPV

CHARACTERISTICS OF THE CLASS: Supervises and evaluates subordinates who receive reports from the public concerning wildlife, traffic emergencies or accidents, related crimes or agency watercraft, fish, or wildlife questions in a 24 Hr/7 day work setting. Trains subordinate staff in all areas of radio operation, CAD, ACIC/NCIC and Teletype. Plans, organizes and schedules radio shifts, testing and other related activities.

EXAMPLES OF DUTIES:

- Plans, coordinates, and evaluates a 24-hour, 7 days a week dispatch center operations.
- Supervises, coaches, evaluates performance, disciplines, hires and fires subordinates.
- Writes and maintains operational policies, procedures and guidelines.
- Coordinates replacement and repair of equipment.
- Reviews, investigates and resolves complaints.
- Fills in for the Wildlife Comm. Spct in an emergency or in their absence.
- May require periodic inspection of statewide mountaintop repeater stations/other facilities for communications equipment.

WORK CONDITIONS: Some situations can be of an urgent, stressful nature.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Laws, court procedures, government regulations, agency and rules policies and procedures.
- Standard and Federal Communications Commission radio and telephone transmission procedures.
- Communications equipment including but not limited to the Arizona Criminal Justice Information System terminal and closed circuit surveillance security systems.
- Management and supervision principles and techniques.
- Methods for training and giving instructions for individuals and groups.

Skill in:

- Using logic and reasoning to identify alternative solutions, conclusions or approaches to problems.
- Effectively communication both in speaking and writing to convey information effectively.
- Operating a two-way radio and other telecommunications equipment.
- Motivating, developing, and directing people as they work.
- Time management and organizational skills.

Ability to:

- Supervise and maintain an efficient multi-shift dispatch function with adequate staffing.
- Communicate concisely, both verbally and in writing, during stressful situations using position-specific terminology.
- Exercise good judgment while working under pressure during emergency situations.
- Apply management and supervision principles and techniques.
- Establish and maintain work relationships; interpret policy.
- Deductive reasoning in applying general rules to specific problems to produce the best solutions or actions.
- Work independently.