

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000354						
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Approved for Service-wide use.		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Various		5. Duty Station various		6. OPM Certification No.					
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive <input type="checkbox"/>					
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						13. Competitive Level Code			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Wildlife Refuge Manager		GS		0485		13					
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>							
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision							
a. First Subdivision U.S. Fish & Wildlife Service						d. Fourth Subdivision							
b. Second Subdivision Region						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>							
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>						<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>							
Signature _____ Date _____						Signature _____ Date _____							
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position OPM JFS for Natural Resources Mgmt and Bio Sci Group, GS-0400, dtd 09/05							
Typed Name and Title of Official Taking Action Cecilia E. King HR Specialist (Class/Comp)						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____ Date _____ <i>//original signed//</i> 7/15/09													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks FPL=GS-13; Risk Designation: Moderate; Drug Testing: No													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													

SPD# S000354
Wildlife Refuge Manager, GS-0485-13
Standard Position Description

INTRODUCTION

This is a full performance level (FPL) standard position description (SPD) intended for use throughout the U.S. Fish and Wildlife Service. Wildlife Refuge Manager, GS-13, positions are found on National Wildlife Refuges (Refuges), Wetland Management Districts (WMDs), or Refuge Complexes; or any combination of the three.

Refuges/WMDs managed at this level generally involve several of the following: large size and extensive infrastructure; variety of high priority/high profile fish and wildlife species; threatened or endangered species populations; a wide diversity of habitat types; high public use/visitation and an array of public use facilities including visitor centers; an active, on-going acquisition program; controversial land or land use disputes; controversial commercial uses including oil/mineral extraction; water rights and water flow controversies; Native American issues over use of lands and resources; extensive easement administration and management; conflicting urban or agricultural use surrounding the Refuge/WMD; serious contamination or pollution issues; complex land ownership patterns including a mix of Federal, state, private and military land holdings within a geographic area of importance to Refuge/WMD resources; designated wilderness and natural areas; political sensitivity; and relatively large staffs of multiple disciplines.

Some newly established Refuges/WMDs may present an exception to the above due to the complex and controversial nature of planning and land acquisition, and the higher level of human relations, communications, and marketing skills required to establish and develop a new Refuge/WMD.

As the Wildlife Refuge Manager of a National Wildlife Refuge (Refuge), Wetland Management District (WMD), Refuge Complex, or any combination of the three, the incumbent exercises leadership and direction for all staff under his/her supervision. Technical responsibilities of the position involve applying mastery expertise in formulating, planning, managing, administering, and providing authoritative advice on fish and wildlife Refuge/WMD operations and programs. The incumbent is a recognized authority for a full range of significant scientific and non-scientific refuge issues affecting or related to managing refuge lands; resolves operational and administrative problems for which current information is inconclusive or lacking altogether; develops innovative solutions to complex resource and land management issues that have controversial environmental impact and involve conflicting or unclear law and policy.

MAJOR DUTIES

1. Wildlife Biology, Ecology and Habitat Management (15-25%)

Formulates, develops and implements the Refuge/WMD's policies and programs.

Oversees and administers the biological program at assigned Refuge/WMD(s), administering land and aquatic conservation activities, habitat development, clean-up, contaminant and restoration projects, research programs, population studies, wildlife inventory, and monitoring activities to include species lifecycle requirements and management. Ensures all projects comply with national, regional, and Refuge/WMD policies, regulations, and mandates.

Provides land, wetland, and/or water management technical advice and expertise to regional, state, national and international officials.

Formulates, develops and implements fish and wildlife land/wetland management and biology initiatives and strategies and interacts extensively with other Federal/state/local agencies and conservation and recreational use partners to protect lands around the Refuge/WMD(s) and develop programs for fish and wildlife restoration, enhancement, and management of private lands throughout the ecoregion.

Identifies possible conflicts with refuge management objectives, and using skill in persuasion, may influence partners to gain cooperation in the resolution of complex and/or controversial issues/problems to achieve mutual goals.

Oversees the preparation and administration of interagency cooperative agreements and memoranda of understanding (MOUs) and subsequent modifications with stakeholders/partners.

Oversees and administers Refuge/WMD interest in land acquisition (including fee title, conservation easements, leases, cooperative agreements, etc.). Ensures the development and administration of active stewardship of natural resources beyond the boundaries of the Refuge/WMD(s) to improve, enhance, and protect trust resources over large geographic areas. May also explore and plan land acquisition activities and issues in coordination with realty specialists and landowners.

Ensures preparation and approves Special Use Permits, as needed, for activities such as grazing, planting and harvesting hay or other crops, wildlife and ecological research, military land restoration and clean-up, specialized uses (rights-of-way, telecommunication sites, military installations, etc.) and/or commercial filming.

Makes appropriate use and refuge compatibility determinations to include those with no precedent. Develops and implements permit specific compatibility criteria.

Oversees and ensures the administration of general operations associated with Fire Management (application, prevention and suppression) and Law Enforcement programs. Maintains current knowledge of law enforcement policies and refuge-specific regulations.

2. Natural Resources Program Management (15-25%)

Oversees, administers, and ensures the development of required National Environmental Policy Act (NEPA) documentation including Environmental Assessments (EAs), Environmental Impact Statements (EISs), Findings of No Significant Impact (FONSI), Categorical Exclusions (CEs), Endangered Species Act (ESA) Section 7 consultations, archeological resource clearances, wilderness minimum requirement decisions, subsistence evaluations, etc.

Oversees, administers and ensures the development and coordination of Comprehensive Conservation Plans, Habitat Management Plans, Land Acquisition and Protection Plans, Refuge Operational Needs plans, etc.

Remains abreast of current and changing natural resources laws, rules and regulations that affect the National Wildlife Refuge System (e.g., water rights, rights-of-way, oil and gas, easements, fee title lands, etc.).

Develops networks and builds alliances with stakeholders and partners. Collaborates across programmatic/organizational/geographic and socioeconomic boundaries to build strategic relationships, achieve common goals, and eliminate barriers to partnerships.

Represents the Service as refuge management expert with elected and appointed Federal, state and local government officials and employees, the media, local and national level environmental and conservation groups, members of academia, Tribal representatives, corporate partners, and the general public on issues affecting natural

resource management in the geographic area.

May serve on national level committees and ad-hoc teams providing advice and expertise on complex and/or controversial national level wildlife refuge management programmatic and/or operational issues. Participates in the coordination and development of national level policy on wildlife refuge management programmatic and/or operational issues.

Prepares advisory materials on issues directly affecting the Refuge/WMD under his/her management to senior Regional and Washington Office management having regional, national, and/or international importance, and/or of congressional concern.

3. Visitor Services (10-20%)

Oversees and administers the Refuge/WMD's Visitor Services program with emphasis on the six priority public uses of the National Wildlife Refuge System and Law Enforcement program. Priority public uses include wildland recreation (e.g., hunting, fishing, wildlife observation, wildlife photography) and outreach and education programs (e.g., environmental education and interpretation) for a variety of audiences. Included in this responsibility is the incorporation of volunteer programs to ensure successful visitor services operations.

Designs, formulates, and implements public use studies to develop new techniques and methodologies for effecting solutions to unique, unusual, and/or controversial problems and to develop diverse public use programs. Reviews and makes priority public use decisions based on expert knowledge of criteria and policy.

Oversees and ensures the development and review of brochures, interpretive panels, exhibits, websites, etc. Develops and implements site plans. Reviews and comments on site designs developed by staff, Service specialists, or contractors.

4. Program Planning and Business Administration (10-20%)

Formulates, develops and implements long-range plans, strategies, and Refuge/WMD policy associated with all operations, fiscal requirements, personnel and property management, etc. Initiates and ensures the development, approval, and implementation of annual work plans, budgets, cost estimates, grants funding administration, and program schedules.

Coordinates with state, local and other Federal agencies and special interest groups when formulating long-range plans for the management of the Refuge/WMD's natural resources.

Develops, drafts, and submits funding proposals for internal and external funding. Implements funded projects.

Ensures appropriate Refuge/WMD staff manage and utilize automated systems for budget tracking, procurement, time and attendance, asset inventories/maintenance, etc. (e.g., Refuge Operation Needs (RONS) and Maintenance Management System (MMS)/Service Asset Maintenance Management System (SAMMS) project entries and Refuge Annual Performance Plan (RAPP) submissions).

Oversees and reviews the development of administrative reports, annual reports, and other documents associated with wildlife management and administrative programs.

Identifies, analyzes and implements best practices and lessons learned through adaptive management principles.

Oversees and ensures the administration of the facilities and equipment management programs, developing plans

of facility needs and works with the Regional engineering office, contracted design firms, Service Contracting and General Services, state and local permitting offices and building contractors to facilitate appropriated and partner construction accounts. The facilities are designed in accordance with Refuge System design standards and principles.

5. Supervision

(25%)

Supervises a multifaceted team of professional, technical, analytical and administrative support staff, setting a team attitude of adhering to high professional standards and completion of accurate, high quality work. Overall direct supervisory responsibilities include, but are not limited to, planning work to be accomplished by subordinates, setting and adjusting short-term priorities, and preparing schedules for completion of work; assigns work to subordinates; evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; and develops performance standards.

Exercises significant responsibilities in dealing with management/officials throughout the Service and across program areas and directs a program or major program segment with significant resources and national importance.

Sets work priorities consistent with the Service's long-term strategies. Emphasizes quality and organizational and employee performance measurement.

Responsible for creating an environment that encourages and rewards cooperation, collective problem solving, and participative decision-making. Develops the ability of others to perform and contribute to the organization by providing feedback and by providing opportunities to learn through formal and informal methods.

Ensures that work is conducted safely and actively supports, implements, and complies with the Equal Employment Opportunity Program.

Actively supports and implements the Service's Human Resources program. This includes ensuring equal opportunity for all supervised employees and selections for training and education programs, promotions and awards, as well as fair and impartial recruitment and selection for new employees. Responsible for ensuring compliance with the Service's "Safety Creed."

Incumbent may also direct work through subordinate supervisor(s); making decisions on work problems presented by subordinate supervisor; evaluating subordinate supervisor and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisor; making or approving selections for subordinate nonsupervisory positions; recommending selections for subordinate supervisory position; making decisions on nonroutine, costly, or controversial training needs and training requests related to employees in the Branch; approving expenses comparable to within-grade increases, extensive overtime, and employee travel; recommending awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials; and finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promoting team building, or improving business practices.

NOTE: The following responsibilities are applicable only if the boxes are checked.

[] Requires training and up-to-date certification in the operation of small boats, snowmobiles, four-wheel all-terrain vehicles, motor vehicles, and/or other light and heavy equipment for official purposes.

[] Requires training and an up-to-date license to carry, handle and use firearms for animal control in compliance with safety policies.

ATTENTION: Individuals who are required to carry firearms during duty hours are subject to the Lautenberg Amendment to the Gun Control Act of 1968 which prohibits individuals who have ever been convicted of a misdemeanor crime of domestic violence from carrying any form of firearms.

FACTOR EVALUATION

Factor 1. Knowledge Required by the Position

Expert authoritative knowledge of and skill in applying, a wide range of theories, principles and concepts of population and wildlife and aquatic biology, wildlife management, species lifecycle requirements/management, conservation biology, and landscape ecology.

Mastery knowledge of related disciplines of plant ecology, soil science, hydrology, plant and wildlife diseases, restoration ecology, forestry, land management/conservation, and fire ecology and management.

Expert authoritative knowledge of applicable laws and agency policies, objectives, planning, techniques and methods related to the National Wildlife Refuge System (e.g., public use, accessibility, law enforcement, etc.) and knowledge of state, local, and tribal laws, customs, and economic interests.

Mastery knowledge of natural resource laws, regulations, and polices including the National Wildlife Refuge Improvement Act (NWRIA), the Endangered Species Act (ESA), the National Environmental Policy Act (NEPA), the Wilderness Act, Refuge Administration Act and their requirements.

Ability to plan, develop, coordinate, and negotiate the resolution of complicated, unprecedented, and/or controversial resource use issues and problems related to a national wildlife Refuge/WMD (e.g. control waterfowl depredation problems associated with a Refuge/WMD located in an area of intensive agricultural development; control disease outbreaks occurring among large concentrations of waterfowl; manage a large, diverse, and complex cooperative farming program; and/or operate a large and diverse hunting program consistent with law, agency regulations, and local customs).

Authoritative knowledge of, and skill in applying, management and administrative goals and objectives sufficient to prepare functional resource, fiscal and annual work plans.

Ability to oversee and administer Fire Management and Law Enforcement programs.

Extensive knowledge of purchasing, contracting, property management, and human resource management policies, procedures, rules, regulations and related business management IT systems.

Ability to oversee and administer the facilities and equipment maintenance programs.

Skill and diplomacy in developing partnerships, strategizing, and coordinating activities with other Federal, state, and local agencies, and with private and national organizations and special interest groups and organizations.

Ability to communicate effectively orally sufficient to make formal/informal oral presentations, speak at community events, conduct training/Refuge/WMD tours for a variety of audiences, etc..

Ability to communicate in writing to sufficient to respond to congressional inquiries, write policy and procedures, develop briefing documents, develop performance plans, etc..

For positions interacting with tribal and/or Native American groups, knowledge of the culture, tradition and use of natural resources for subsistence and other purposes, and ability to interact in a culturally sensitive, tactful, and objective manner.

Skill in operating automotive equipment requiring a current driver's license.

Employees assigned to operate watercraft are required to possess knowledge and skills as certified by the completion of the Department's Motorboat Operator Certification Course (MOCC) or other approved watercraft training program (such as USCG Operator of Uninspected Passenger Vessel (OUPV, commonly known as "six pack"). This includes the knowledge needed to safely operate watercraft; familiarity with state-of-the-art watercraft safety equipment and other gear; and adequate grasp of motorboat handling techniques and knowledge to safely operate a motorboat.

If applicable, ability to carry, handle and use firearms for animal control, in compliance with safety policies.

Factor 2. Supervisory Controls

The supervisor establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, assignments to be completed, and deadlines. The incumbent is responsible for independently planning and carrying out assignments, identifying solutions to problems, and coordinating program activities with appropriate personnel. This includes coordinating work and resolving conflicts with others outside of the U.S. Fish and Wildlife Service. The incumbent reports progress, advises on problems and possible adverse reactions and recommends solutions to supervisor. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.

Factor 3. Guidelines

Guidelines exist in the form of laws, regulations, Departmental, Service, and Regional policies and directives. Often, existing guidelines are ambiguous, have gaps in coverage or specificity, and/or there are inconsistencies or conflicting information between guidelines. In many cases, long-standing customs and procedures are followed when formal guidelines do not provide adequate guidance. Many guidelines require extensive interpretation, requiring the incumbent to employ ingenuity, imagination, and good judgment to arrive at adequate solutions to problems for which no prior guidelines exist. Incumbent modifies/adapts existing guidelines to deal with problems such as limited funds, uniqueness of area, and unforeseen circumstances and develops guidelines for cases where no guidelines exist.

Factor 4. Complexity

The work involves formulating, planning and managing wildlife Refuge/WMD programs. Refuges managed at this level have the full range of significant scientific and non-scientific issues which can include many of the following: biologically diverse refuges often with Federally listed species, rare habitats, significant congressional and/or news

media interest, multiple geographical/county jurisdictions and congressional districts; conflicting public demands on recreation versus conservation; potential community economic impact based on establishment of new Refuge/WMD units/boundaries; conflicting use interests with community and businesses adjacent to lands proposed for acquisition; regional watershed issues; and/or close proximity to highly secure federal/military areas and/or dense urban areas.

Decisions made by the incumbent can potentially can impact any of the Refuge/WMD complexities throughout the Refuge System. Incumbent must consider multiple fish and wildlife and habitat issues, partnerships/stakeholder concerns, funding issues, and intense interest by many different varied groups with different and/or conflicting goals in reaching decisions. The incumbent develops and implements new strategies for solving highly complex and often controversial Refuge/WMD management issues.

Factor 5. Scope and Effect

The purpose of the work is to plan, manage and coordinate the programs and operations of a National Wildlife Refuge/WMD. Effective coordination and cooperation with subordinates, other professional biologists and managers within the Fish and Wildlife Service, and other Federal, state, and local entities is required to ensure an effective and sound refuge management program.

The work requires sound management recommendations to ensure that wildlife interests are protected and that activities in the area conform to Fish and Wildlife Service policy. Decisions and/or recommendations made by the incumbent are given considerable weight in deciding the direction of resource use and other resource programs on or near the Refuge/WMD(s). Local communities heavily use the lands and resources of the Refuge/WMD(s), any changes in the Refuge/WMD programs/services can have an economic, as well as cultural, impact (positive or negative).

Effective performance of the overall assignment impacts the natural resources specific to the Refuge/WMD(s), the ability to protect endangered species on the Refuge/WMD(s), the enhanced awareness of the public through educational and outreach programs, and supports the overall mission and objectives of the Service.

Factor 6. Personal Contacts

Contacts are with employees throughout the Service/Department; Federal, state, and local agency elected and appointed officials and employees; high ranking military representatives; representatives of foreign governments; corporate CEOs; university and school officials; professional and technical subject matter specialists in the same or related disciplines; local and national level conservation and recreational use organizations and groups; Tribal representatives; contractors; local and regional media; volunteers; and the general public.

Factor 7. Purpose of Contacts

The purpose of making contacts is to promote the Fish and Wildlife Service and programs pertinent to the Refuge/WMD(s); exchange information and ideas; discuss and resolve complicated and/or controversial problems and conflicts; build consensus; develop and negotiate cooperative agreements; and influence and persuade persons or groups to gain acceptance of practices/policies.

Factor 8. Physical Demands

The work requires some physical exertion such as walking over wet, rough, uneven, or marshy surfaces; bending, crouching, stooping, stretching, reaching, or similar activities; and recurring lifting of moderately heavy items weighing up to 50 pounds. Work requires average agility and dexterity.

Factor 9. Work Environment

The work is performed both in an office and outdoors. The office is adequately lighted, heated and ventilated. The incumbent may be subject to large numbers of biting insects and may be required to work in close proximity to large animals. He/she may need to carry a firearm for personal protection from wildlife. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property.