

Department of the Interior, U.S. Fish and Wildlife Service Job Analysis

Title: Refuge Operations Specialist (Primary Assistant) Series: 485 Grade: GS-9/11 Org Code: Position Number: R3-94 & R3-95

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Prepares written reports, correspondence, permits, and plans. Responds to requests for information from individuals, local groups, and various interest groups.	Ability to write natural resource plans, reports, and/or other correspondence.	Yes	No	1	Required for this position
Responds to informational requests from individuals, local groups, and organizations about various programs.	Ability to meet, deal, and orally communicate with diverse groups and individuals often regarding controversial issues.	Yes	No	1	Required for this position
Coordinates private lands activities within a management district. Plans and directs programs to improve fish and wildlife habitat.	Knowledge of theories, principles, and methods of wildlife and land management.	Yes	No	1	Required for this position
Implements the Service's "Partners for Wildlife" program on private lands within a wetland or refuge management district.	Ability to apply and implement conservation programs/projects such as wetland restoration, swamp buster, wetland determinations, watershed protection, and Farmers Home Administration Programs.	Yes	No	1	Required for this position
Exercise direct-line supervision over some or all of the following programs: maintenance, biological, safety, law enforcement, youth, and administration programs. Serves as Acting Refuge Manager during absence of Refuge Manager. Directs plans and administers the public use programs.	Ability to plan, direct, and supervise the work of subordinates.	Yes	No	1	Required for this position