

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

Title: Fish and Wildlife Administrator Series: GS-480 Grade: 14 Org Code: Position Number: R398064

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
<p>Carries out all aspects of administration of the Endangered Species Act (ESA) in the state and coordinates endangered species activities with affected Federal and state agencies and the public.</p> <p>Carries out technical assistance and habitat restoration activities of the Service's Partners for Fish and Wildlife.</p>	<p>Knowledge of fish and wildlife biology, resource and habitat conditions, and species management.</p>	<p>Yes</p>	<p>No</p>	<p>1</p>	<p>Required for this position</p>
<p>Provides leadership, direction, and oversight for coordination, consultation, and technical services to various groups and agencies in projects and issues regarding protection of fish and wildlife resources as requested or required by law.</p>	<p>Knowledge of scientific procedures for biological evaluation of complex natural resource situations in relation to developmental activities, including scientific procedures for diagnosing problems and recommending appropriate actions.</p>	<p>Yes</p>	<p>No</p>	<p>1</p>	<p>Required for this position</p>
<p>Participates as a member of the Regional Management team in the development of Fish and Wildlife resource policies and programs of Regional scope.</p>	<p>Ability to administer and manage personnel and financial resources.</p>	<p>Yes</p>	<p>No</p>	<p>1</p>	<p>Required for this position</p>
<p>Establishes field office goals, plans, and objectives both short and long term based upon Regional/National goals and objectives.</p>					
<p>Exercises the full range of supervisory and managerial responsibilities over Fish and Wildlife and human resource program.</p>	<p>Ability to apply supervisory principles, methods, and techniques including human resource management.</p>	<p>Yes</p>	<p>No</p>	<p>1</p>	<p>Required for this position</p>
<p>Meets with members of Congress, State and local representatives, concerned citizens, and industrial and public interest groups to describe Service activities, address concerns, and enlist support for the work of the Service.</p>	<p>Ability to express technical information, both orally and in writing, to individuals with diverse interests and backgrounds.</p>	<p>Yes</p>	<p>No</p>	<p>1</p>	<p>Required for this position</p>