

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

Title: Fish and Wildlife Administrator

Series: GS-480

Grade: 15

Org Code:

Position Number: S000010

A. Duties of the position	B. KSAs necessary to perform duties	C. Rateable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Directs policy and staff functions for Migratory Birds and State Programs for the Region.	Ability to develop/implement policy and programs that impact State, Regional, National, and International levels.	Yes	No	1	Required for this position
Formulates policies, plans, standards, and procedure to carry out comprehensive fish and wildlife restoration programs.					
Manages distribution of all Federal Aid funds. Develops Federal Aid goals and priorities to ensure the appropriate and efficient application of funds to fish and wildlife resource objectives established in support of State and U.S. Fish and Wildlife Service missions and goals.	Knowledge of grants administration and commensurate knowledge of fish and wildlife management principles and practices sufficient to assure legal and efficient use of grant funds; and innovative approaches to grant administration.	Yes	No	1	Required for this position
Responsible for advocacy and delivery of coordinated, comprehensive migratory bird conservation and grants-in-aid fish and wildlife restoration within the Region.					
Establishes, maintains, and nurtures relationships with non-Service partners, particularly state agencies, conservation organizations, other Federal agencies, corporations, and other partners who assist in delivery of bird conservation through joint venture activities, North American Wetlands Conservation Act projects, migratory bird regulatory programs and processes, and with the state grants programs.	Knowledge of principles, theories, and practices of Migratory Bird Management to provide advocacy and leadership concerning issues and policies relative to the protection of fish and wildlife resources and permit administration; to coordinate comprehensive migratory bird conservation and long range management strategies.	Yes	No	1	Required for this position
Manages budgets for assigned programs and determines need for special projects and studies to be carried out by subordinates, contractors, consultants, academicians, and field stations.	Knowledge of the Federal legislative/budget process, as well as associated political and economic factors.	Yes	No	1	Required for this position
Participates with top-level managers in interpreting and implementing legislation and legal decisions, and assessing their impact on Regional natural resource management practices and programs.					
Performs a full range of supervisory/ managerial duties and responsibilities over the assigned staff.	Ability to direct and supervise a highly diverse scientific and technical staff.	Yes	No	1	Required for this position
Negotiates persuasively with state fish and wildlife directors on controversial and technical program matters.	Skill in verbal and interpersonal communication in order to negotiate controversial issues and persuade others with diverse interest and agendas.	Yes	No	1	Required for this position