

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R397090

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Twin Cities, MN	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced)		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 type="checkbox"/> Employment and Financial Interests	
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code N60
		14. Agency Use		

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Refuge Manager (51)	GS	0485	12		9/2/97
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____

17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Region 3	e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Supervisory Certification. 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 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.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21. Classification/Job Grading Certification. 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.	22. Position Classification Standards Used in Classifying/Grading Position Standard Position Description R397090 Wildlife Refuge Mgmt Series, GS-485 TS-96, 5/90
Typed Name and Title of Official Taking Action J.T. Westberg Personnel Management Specialist	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 <i>JT Westberg</i> Date 9/2/97	

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

Refuge Manager, GS-485-12

INTRODUCTION

The incumbent serves as a Refuge Manager at a National Wildlife Refuge or a Wetland Management District in Region 3.

Employee serves as the manager-in-charge of a stand-alone station that encompasses full management authority for habitat, wildlife, public use, personnel, purchasing, and administration functions. Employee generally reports directly to the Regional Office except in the case of large complexes composed of widely dispersed offices.

A. MAJOR DUTIES

- Responsible for all aspects of the coordination, planning, implementation, and administration of all activities associated with a developed, developing and/or proposed refuge/wetland management,district.
- Develops and carries out active stewardship of natural resources beyond the boundaries of the unit to improve or safeguard units of the National Wildlife Refuge System and to enhance or protect trust resources over large geographic areas.
- Plans, schedules, attends, and conducts meetings with elected officials (local, county, state legislators, and Congressional), varying levels of government units (local, state, and federal), interest groups (landowners, county and state farm bureaus, state, and national environmental groups). Provides information, discusses issues, resolves problems, and receives public input on the status of existing, developing, or proposed refuges.
- Plans and directs a comprehensive public relations/public use program to provide optimum information, education, interpretation, and wildlife dependent recreation.
- Directs a variety of specialized disciplines or programs, including law enforcement, safety, fire management, biological monitoring, land acquisition, endangered species, and/or contaminant cleanup or remediation.
- Actively supports and implements the equal opportunity program as specified in National, Regional and local affirmative action plans. Recruits, trains, and supervises a diverse permanent staff of resource professionals, temporary staff and volunteers.

B. Factors

1. Knowledge Required of the Position

- Professional knowledge of wildlife refuge/wetland management district management applicable to a wide range of duties and responsibilities associated with the requirements of a unit of the National Wildlife Refuge System.
- Highly developed skill to solve problems covering diverse wildlife refuge/wetland management district situations.
- Direct and supervise a multi-disciplined staff in all phases of refuge/wetland management district operations.
- Professional knowledge and skill to modify or adapt standard refuge/wetland management district management techniques and procedures; or to establish departures from established

management methods and techniques; and to assess, select, and make use of agency precedents in means and ways to devise strategies and plans that resolve significant management problems.

- Knowledge and skill to plan and supervise the execution of comprehensive wildlife management and refuge/wetland management district operating plans which may extend multi-years, including the maintenance of grounds, buildings, and equipment within the parameters of allocated human, monetary, and material resources; the planning of physical improvements and construction; the preparation of budget estimates, maintenance of fiscal accounts records, of work accomplishments; and procurement of required supplies, equipment and services.
- Comprehensive knowledge of agency policies and procedures, and applicable Federal statutes and legislation governing the management/use of a unit of the National Wildlife Refuge System, and their natural resources.
- Highly developed knowledge and skill in oral and written communications. Ability to communicate information about Fish and Wildlife Service policies and procedures in situations where complex interagency procedures are varied and the knowledge of those policies and diverse biological considerations are at issue.
- Knowledge of administrative management procedures; i.e., budget, procurement, contracting, personnel management, management reports, property and inventory records, etc.
- Knowledge of the goals, objectives and policies of the FWS including those in EEO, Private Lands, Outreach, Fire and Safety programs.

2. Supervisory Controls

Direction is received in terms of broad, general objectives and policies related to wildlife and refuge/wetland management district management. The employee and supervisor, in consultation, develop general objectives, projects, work to be done, and deadlines that accomplish wildlife refuge/wetland management district programs and operations to be executed.

The employee is expected to resolve most of the conflicts that arise and to coordinate the work with others as necessary. The employee interprets and applies program policy in terms of established program and/or operating objectives, and keeps the supervisor informed of progress, potentially controversial problems or concerns, or matters having far-reaching implications.

Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

3. Guidelines

Guidelines exist in the form of general agency policy statements, previous files on the subject, regulations, and laws. Instructions received are very broad. Guidelines are often inadequate to deal with the more complex or unusual problems, or problems concerned with novel, undeveloped, or controversial aspects of refuge/wetland management district management. The employee is expected to use initiative in developing operational procedures and instructions which deviate from traditional methods or when developing new methods.

4. Complexities

Employee carries out a wide variety of assignments involving diverse and complex technical or administrative problems and considerations. They regularly encounter interdependent resource and socio-economic considerations requiring flexibility and judgement in approaches to the problems and in the

practices applied. Solutions to problems often require in-depth analysis and evaluation of alternatives.

Problems associated with coordinating a variety of resource management programs and visitor use patterns require personal decisions, flexibility, and judgement. Additionally, the assignment may require an ability to negotiate controversial refuge/wetland management district management concerns.

5. Scope and Effect

Employee develops essentially new or significantly improved techniques or procedures in order to devise solutions to problems. They furnish supervisory, advisory, planning, or review on specific problems, programs, or functions.

The work affects the initiation and completion of refuge/wetland management district regionwide programs or projects. The results of the work directly influence the effectiveness and acceptability of agency goals, programs, and/or activities.

6. Personal Contacts

Personal contacts are with high-ranking representatives from outside the agency at national or international levels, including such persons as key officials, top level biologists, and other scientific personnel of other agencies; members of Congress, or their staffs; state governors, mayors, top executives of industry; or nationally recognized spokes persons for nationwide resource conservation groups, newspaper, radio and television corporations, or similar entities.

Contacts occur in highly unstructured settings in which each contact may be conducted under different circumstances and ground rules.

7. Purpose of Contacts

Contacts are to influence, motivate, and negotiate controversial issues with various parties in a manner that will obtain agency objectives. Persons being contacted may be skeptical or uncooperative. Employee should be able to meet and deal persuasively with local landowners on matters pertaining to water control, easements, and other land uses when controversial issues develop, or heated issues occur and pertain to the needs for compliance with Federal regulations, policies, and practices. Employee is required to persuade, influence or negotiate with various organizations or individuals who have conflicting views and interests in the use (non-use) of public lands and various resources so as to reach agreement that is consistent with established policy and regulations. Employee is expected to justify the feasibility and desirability of significant plans and proposals.

Typical contacts also involve the enforcement of laws and regulations. Such contacts by employee or staff are for the purpose of interrogations and apprehension which may result in hostile confrontations since the persons contacted may be fearful or dangerous.

8. Physical Demands

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

9. Work Environment

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The

Refuge Manager, GS-485-12

4

incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted.

A condition of your employment is the wearing of the official Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. You are required to obtain and properly wear uniform components within Class A, B, and C.