MANAGER
WILDLIFE ADMINISTRATIVE SERVICES
Duties

Reports directly to the Director of Wildlife Administrative Services; oversees operations of the Wildlife Administrative Services Office; ensures effective implementation of policies; assists in the draw process and post draw activities; work entails the establishment and maintenance of working relationships with administrators from the states, schedules staff; provides positive administrative support and any other duties as assigned

Examples Of Work Performed

Oversees state supervisors in completing all yearend processes that update the client files in the Application Hunt System© to ensure accuracy and all processes involved in the preparation for the tag drawings; assists with the draw process; oversees all post draw processes; oversees the return card programs.
Oversees all phases of application processing; monitors workflow.
Provides liaison and support to state personnel; investigates and provides resolution to division and third party errors; responds to questions and grievances from clients regarding the application process.
Coordinates work flow with State Supervisors, other support staff, and the client.

Employment Standards
Knowledge of principles and practices of organization, management, and personnel administration.
Skills in Call Center management and Data Entry management
Abilities to establish and maintain positive working relationships with staff and public; to analyze policy and processes and make recommendations to enhance overall operations; to prepare policies and procedures; to make written and oral presentations.

Education: Minimum High School Diploma – some college desired. Completion of SCI Wildlife Administration Training Program

Experience: Three years experience in Application Hunt System© data processing plus any combination of training and experience that provides the required knowledge, abilities, and skills

Salary: Based on education and experience