Director
WILDLIFE ADMINISTRATIVE SERVICES
Duties

Reports directly to the Executive Director; oversees all aspects of the Wildlife Administrative Services operation; develops and implements policies; directs the draw process and post draw activities; work entails the establishment and maintenance of working relationships with administrators from the states; provides leadership and management to the staff.

Examples Of Work Performed

Oversees all yearend processes to update the client files in the Application Hunt System© to ensure accuracy and all processes involved in the preparation for the tag drawings; executes the draw process; directs all post draw processes; directs the return card programs.
Oversees all phases of application processing; monitors workflow.
Provides liaison and support to state personnel; investigates grievances from clients regarding the application process.
Coordinates work flow with State Supervisors, other support staff, and the client.

Employment Standards
Experience in database programming and administration in SQL.
Ability to interact effectively with the public and Agency personnel
Experience in organization, management, and personnel administration.
Skills in Call Center management and Data Entry management
Leadership and management of the workforce.

Education: Minimum High School Diploma – College degree in computer science or related field preferred. Completion of SCI Wildlife Administration Training Program

Experience: Ten years of experience in database/data center/call center administration. 5 years of web administration experience. SQL programming experience. .NET experience a plus

Salary: Based on education and experience