

Duty Statement

Executive Director California Fish and Game Commission

Position No. 565-001-0771-401

Under the general direction of the California Fish and Game Commission, the executive director actively supports and implements a shared vision that emphasizes (1) a healthy, biodiverse and natural California in which native fish and wildlife thrive; and (2) a rich and sustainable outdoor heritage that inspires recreation and enjoyment for all generations.

The executive director oversees and guides the work of a multi-disciplinary team of professional and administrative staff; provides direction to staff for administering a critical, statewide regulatory program and quasi-judicial proceedings; maintains collaborative working relationships with government agencies and stakeholders; maximizes opportunities to educate the public and stakeholders about commission actions; advises the commission on legislation, public policy, meeting its statutory responsibilities, and achieving strategic goals; represents the Commission in negotiations; and provides general oversight for commission operational decisions.

The executive director is appointed by the commission; the position is exempt from state civil service and reports to, and is supervised and evaluated by, the commission.

Duties and Responsibilities

- 25% **External relations:** Acts as the commission's agent and liaison to, and effectively cultivates collaborative relationships with the Governor's office, legislative offices, state control agencies, media, hunting and fishing conservation groups, environmental non-governmental organizations, and local, state, federal and tribal governments to develop workable solutions to issues; provides leadership and maximizes opportunities to educate the public and stakeholders about commission actions to maintain the state's wildlife heritage and conservation; positively represents the commission and speaks to a variety of groups on commission affairs in conferences, public meetings, workgroups and other external efforts in support of the commission's mission; acts as the communication interface between and among the commission and commission staff; keeps the commission informed of progress of commission programs; and maintains a comprehensive working knowledge of programs and operations for the commission's primary partner, the California Department of Fish and Wildlife.

- 20% **Organizational administration:** Oversees and guides the work of a multi-disciplinary team of professional and administrative staff to ensure that activities of diverse programs are integrated to attain the commission's mission and goals; actively promotes and demonstrates the commission's core values, serving as a role model for building a shared vision and influencing others to translate that vision into action; ensures that staff work is performed accurately, timely, efficiently, and consistent with applicable state laws, regulations, and administrative policies and procedures; provides direction to staff for formulating and implementing objectives; represents the Commission in negotiations on issues within its jurisdiction; ensures execution of sound personnel practices and pursues active recruitment, development and evaluation of staff consistent with the state's equal

employment opportunity, harassment-free, and drug free environment requirements; ensures a safe working environment for staff, including while on travel; develops and monitors the annual budget; approves and tracks expenditures that do not exceed the annual budget allocation; oversees contract negotiations; and takes independent action, as required, to implement Fish and Game Code provisions.

- 20% **Decision-making support:** Participates in developing and activating the commission's mission and vision, goals, objectives, and performance measures; ensures all aspects of meeting and committee support are executed, including developing meeting agendas, coordinating and developing timely and accurate information for informed decision-making, complying with the Bagley-Keene Open Meeting Act and the Administrative Procedure Act, documenting outcomes and necessary future actions or decisions, and securing adequate facilities, methods of travel, and staffing; in the absence of a committee advisor, assumes the role of advisor to the committee; ensures the commission and committees are aware of internal and external factors that could influence decisions and policy development; provides guidance regarding the development, implementation and ongoing review and revision of commission policies for the conduct of the California Department of Fish and Wildlife; and interprets and executes the intent of commission policies.
- 10% **Consultant and liaison to the commission:** Advises the commission on legislation, public policy, meeting its statutory responsibilities, achieving strategic goals, and administrative matters; consults with and secures advice to the commission and its committees on complex legal, policy, regulatory and program issues related to fish and wildlife, many of which are of a sensitive or controversial nature; manages sensitive and confidential commission communications; investigates and reports to the commission on complaints received related to commission regulations, policies or programs and recommends appropriate corrective action; keeps apprised of statewide resource issues and promotes discussions with the commission; and schedules matters that require specific action by the commission.
- 10% **Legislation:** Responsible for identifying the need for and developing legislative proposals and amendments to strengthen the Commission's wildlife heritage and conservation authorities; analyzes new or proposed legislation that impacts the powers, duties and responsibilities of the Commission or that impact state fish and wildlife conservation activities in general; identifies and recommends responses to legislative changes to keep regulations current and consistent with the Commission's mission and goals.
- 5% **Legal:** Confers with staff counsel and deputy attorneys general on issues regarding policy decisions, disciplinary activities, legal opinions, and litigation; oversees the receipt, processing and action on quasi-judicial license and permit revocation and appeal proceedings, including providing legal notification to affected parties and providing certified copies of such actions to appropriate entities as requested; and ensures responses to public information requests are provided pursuant to the Public Records Act and the Information Practices Act.
- 5% **Regulatory program:** Oversees the administration of a critical, statewide regulatory program; provides staff analyses of proposed regulation changes; monitors other state and federal agency regulation changes that may have an impact on Commission authorities or resources; ensures that Commission regulations are promulgated in accordance with the Administrative Procedure Act; and certifies Commission orders and rulemaking files with the Office of Administrative Law for inclusion in the California Code of Regulations.

- 5% Perform administrative tasks, including time tracking, scheduling, attending career development and training programs as appropriate to contribute to professional development and methods for achieving the Commission's mission and goals, and other personal administration.

Knowledge and Abilities

Knowledge of: Methods and techniques of effective leadership, including inspiring and empowering people, building a shared vision, leading change, and strategic planning and implementation; principles and practices of policy formulation and development; principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; principles and practices of supervision, including promoting equal opportunity employment and maintaining a safe work environment that is free of discrimination and harassment; local, state, federal and tribal government functions and organization; and national trends in fish and wildlife resource management.

Ability to: Think strategically and proactively, taking into consideration trends, future needs, challenges and opportunities; inspire confidence and establish credibility with commissioners, staff, legislators, other government agencies, and stakeholders; reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; gather and analyze data and present a broad range of ideas and alternatives in concise and coherent evaluations, conclusions and recommendations, both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; promote cross-functional collaboration efforts, coordinate the work of others, and act as a leader for multi-disciplinary teams; communicate effectively with individuals across a broad spectrum of disciplines and at various levels, including commissioners, staff, and elected officials; and speak before large audiences.

Desirable Qualifications

- Exhibits a high degree of integrity and ethical behavior by modeling values-based behaviors
- Acts with independence, open-mindedness, flexibility, trust and tact
- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board or commission on complex issues
- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public, and special interest groups
- Experience in identifying, prioritizing and implementing objectives to achieve stated goals
- Experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff
- Exhibits strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential
- Promotes internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals
- Experience with public speaking before large groups and group communication techniques
- Knowledge of the commission and state fish and wildlife programs and policies, and California state government, including the organization and practices of the legislature and executive branch

- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity
- Obtained a baccalaureate or advanced degree in public administration, environmental policy, environmental science, natural science, wildlife or fisheries management, or related field