

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** NC Wildlife Resources Commission

**Division:** ~~Division of Conservation Education~~

**Budget Code:** 24350

**Center Title:** Centennial Campus Center for Wildlife Education - ~~Habitat Conservation Section~~

**Center Number:** ~~2133& 2141E~~

**\*\*\* Position Information \*\*\***

**Proposed Classification:** -Administrative Assistant I

**Proposed Salary Grade:** 63

**Salary Range:** ~~\$30,451~~22,921 - \$36,447

**Proposed Effective Date:** ~~01~~03/01/04

**Number of Positions:** ~~3-1~~

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$198,967	\$36,447
Receipts	<u>\$198,967</u>	<u>\$36,447</u>
Appropriation	\$0	\$ 0

**Funding Source(s):** ~~State Wildlife Grant (2 positions) & The Wildlife Fund~~

**Justification for Position (including description of duties and responsibilities):**

The purpose of this position is to coordinate visitor services for the Centennial Campus Center for Wildlife Education. To accomplish this task this position must work closely with the center director, other agency personnel, private industry and the general public to do the following: provide administration of the N.C. Wild Store gift shop including pricing and stocking inventory, maintaining a strong knowledge in marketing and merchandising, and serving as primary staff for the N.C. Wild Store gift shop and back-up support for the information counter. This position will also serve as the back-up buyer for the center utilizing the E-procurement system. This position will provide administrative support for the center staff by maintaining office supplies and fixed asset inventory; coordinating the center first aid, emergency and lost-and-found programs; and handling outgoing and incoming mail and special shipments. This position will also assist the center director and program coordinator in overseeing the presentation quality and impact to the visitor related to educational exhibits, orientation of the visitor, and information provided to the visitor. Duties will include training and supervising interns and volunteers that provide orientation and information to visitors, insuring an overall positive experience and supervising the safe movement of visitors and groups while visiting the center, and supervising the presentation quality and general delivery of the audio/visual experience in the auditorium. This position will also supervise and train the center receptionist to staff the information counter and work the N.C. Wild Store gift shop.

~~Due to recent division expansions and upcoming hydropower relicensing projects, these additional positions are essential in order to be capable to fulfill the objectives of the Habitat Conservation Section. One position will add to our hydropower relicensing program due to upcoming project negotiations in addition to existing projects. This position will be responsible for developing guidelines, leading in the development of agency policy and coordinating agency involvement in all Federal Energy Regulatory Commission hydropower license renewals. The second position, which will add to our technical guidance program, which routinely will reviews Triangle area construction projects and attends statewide related permitting, environmental, and policy issue meetings. In addition, this position will conduct literature reviews and suggest on-site research needs. The third position will add to the game fish research and survey program. The employee who previously occupied this position was promoted to the research and survey program supervisor position in order to provide a statewide approach to division research efforts. With this promotion, the piedmont region of the state was left without a game fish research coordinator. The re-establishment of this position is badly needed to provide support for management and stocking-related issues and several other public concerns.~~

**Statutory Reference for Request**

The Wildlife Resources Commission is charged by General Statute 113-132 with the management, regulation, protection, and conservation of wildlife resources and inland fisheries in North Carolina. The Division of Conservation Education is responsible for implementing the requirements of G.S. 113-132 by providing formal and informal education to the citizens of the state.

~~North Carolina Wildlife Resources Commission (WRC) is charged by General Statute 113-132 with the management, regulation, protection, and conservation of wildlife resources, and inland fisheries in North Carolina. The habitat conservation program allows the Commission to protect, enhance, and restore fisheries habitat and aquatic resources, which results in increased recreational opportunities for sport fishermen and protection for listed species. Land and water disturbing activities such as channelization, riparian area clearing, flow alteration, poor forestry and agricultural practices, hydropower projects, and land development have acted in concert to degrade the environment of sport and nongame aquatic resources.~~

Tommy Clark  
Presentation to be made by

Chief Fiscal Officer  
Title

Agency Head Signature

State Budget Officer Signature