

NATURAL RESOURCES OPERATIONS AND ADMINISTRATION DIRECTOR

DESCRIPTION: Under general director manages the Operations Division of the agency and assumes responsibility for agency administration in the areas of budgeting, accounting, purchasing and personnel. Performs related duties and serves as acting Director when required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assists agency head in developing and administering agency policies and programs.

Prepares annual budget and the reports required for control purposes.

In compliance with federal requirements, prepares annual and quarterly applications for federal funds requests.

Attends public meetings throughout the State to explain and coordinate the agency's activities in local areas.

Directs agency personnel activities, including the training of staff personnel, and district directors.

Supervises the agency's purchasing and accounting activities.

Coordinates the agency's programs with local, state and federal agencies.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: conservation, agriculture and administrative techniques; planning and evaluation techniques for conservation projects.

Ability to: communicate effectively in speech and writing; to establish and maintain good public relations; administer programs of a technical nature.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Bachelor's degree in agriculture plus ten years experience, five years of which should be in natural resource planning and administration; post graduate education may substitute for two years required experience.