

DESCRIPTION: Under administrative direction, responsible for the oversight and administration of a Division of the Department of Natural Resources which represents a part of the agency's total operations and consists of complex, multifunctional programs with statewide impact; plan, organize and direct Division functions and ensure activities are carried out efficiently and in compliance with applicable State and federal rules and regulations; performs others duties as assigned.

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

Administers the daily operations of a Division of the Department of Natural Resources through developing and implementing program objectives, strategies, policies and procedures in compliance with applicable State and federal laws and regulations.

Plans, assigns, directs and evaluates the work of managers, supervisors and other professional staff including recommending personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances and work schedules and assignments.

Reviews work performance and/or products of staff supervised against established standards to determine training needs and recommend personnel actions such as appointments, promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Collects and oversees the collection of technical and scientific data; analyzes data and prepares reports to present findings and support conclusions to agency management including the Director and Deputy Director.

Monitors Division budget and approves expenditures to ensure appropriate use of multiple State and federal funding sources; plans and organizes programs according to budgeted resources.

Participates in statewide planning for Division program operations.

Develops and implements policies, procedures and other documents relevant to the assigned Division to respond to program changes, objectives and priorities and to improve the effectiveness of Division operations.

Communicates and collaborates with agency staff in various Divisions to resolve problems, interpret policies and guidelines and provide guidance on State and federal rules and regulations pertaining to assigned Division.

Drafts and reviews proposed legislation affecting Division's programs and/or operations.

Serves on various committees, boards and other professional groups as a representative of the Department of Natural Resources; serves as the subject matter expert to ensure information regarding Division activities is accurately conveyed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: federal and state laws and regulations relevant to the directed Division; the principles of supervision and staff development; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; budget administration practices; standards and practices appropriate to assigned Division.

Skill in: communicating to convey information so others will understand; using logic and reasoning to identify strengths and weaknesses of alternative solutions; identifying complex problems to develop and evaluate options and implement solutions; public speaking.

Ability to: learn, apply and interpret agency policies and procedures relating to areas of responsibility; oversee and control the functions of statewide programs; plan, assign and supervise the work of others and analyze work quality; establish and maintain effective relationships with the public, federal, state and local agencies; establish program objectives or performance goals and assess progress; formulate policies to meet identified needs, goals or objectives; exercise judgment, decisiveness and creativity in critical and/or unexpected situations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in engineering, natural resources or related field and three to five years experience with technical program management in a field directly related to the assigned program area including supervisor or manager experience.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).