

DESCRIPTION: Under administrative direction, directs and oversees the day-to-day management of two or more major divisions of the agency with responsibility for agency administration and operational programs, or more programmatic, technical divisions within the agency. Assists the agency director in establishing and administering department policies, procedures, organization structure, budget, and work assignments.

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 the Director in formulating operating and/or administrative strategies, policies, and procedures for the agency.

Serves as the agency's administrative officer with responsibility for transaction pre-audit and supervising procurement and accounting activities.

Assists in formulating state water policies, particularly as they pertain to water quantity issues. This includes working with the legislature, other state and local agencies and public interest groups.

Oversees the operation of assigned agency programs or functions such as water planning, floodplain management, safety of dams, water administration, and field operations to ensure compliance with state, federal, and local requirements including periodic applications for grants, cost tracking and reimbursement requests, and reporting.

Directs efforts to evaluate work processes with the objective of identifying, designing, and implementing improvements to increase effectiveness, efficiency and public interaction related to assigned divisions. This may involve proposing and advocating for changes to existing statutes, rules and policies.

Assists the Director in prescribing rules and regulations for permit applications and groundwater management plans. Provides technical support and assists the Director in water rights hearings and analysis of permit applications. Assists in writing opinions on water rights applications.

Oversees the agency's water budget analysis and water resources modeling functions pertaining to allocation of water supplies in river basins and reaches and for evaluating compliance with interstate compacts, decrees and agreements.

Assists the Director in administering interstate compacts and decrees. Serves as the State's representative on technical committees for compacts and decrees. Provides technical and administrative history information to attorneys involved in interstate lawsuits and to negotiators during their settlement talks. May serve as a member of the negotiating team.

Supervises and provides oversight of the Department's financial, budget, human resources, information technology, and special projects functions, and administrative support for the Natural Resources Commission.

Supervises the agency's scientific data collection and analysis; including the collection, storing, quality control and analysis of stream flow, reservoir and canal diversion data. Oversees the work of consultants and prepares special reports related to surface water or surface and ground water interactions.

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

Knowledge of: state government, budgetary and financial procedures, federal and state laws and regulations relevant to the assigned agency divisions and their programs and functions; the legislative process; the principles of supervision and staff development; business and management principles including strategic planning, resource allocation, human resources administration and associated administration techniques, leadership and coordination of people and resources; standards and practices; planning and evaluation techniques for soil and water conservation projects, ecology and agriculture; and, as appropriate, modern principles of natural resources management and comprehensive basin planning, engineering constructs, hydrology, hydraulics, and geology.

Skill in: effectively communicating in speech and writing to convey information; using logic and reasoning to identify strengths and weaknesses of alternative solutions; recognizing problems, developing and evaluating options, and implementing solutions; effectively delegating authorities and overseeing processes.

Ability to: learn, apply and interpret state statutes, 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; administer programs of a technical nature; 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 assistance in the selection process should request this in advance.)

Master's degree in business administration, accounting, engineering, hydrology, geology or related field, AND five years of experience performing technical and/or administrative duties related to natural resources management, including experience in a supervisory position. OR a Bachelor's degree in business administration, accounting, engineering, hydrology, geology or related field, AND seven years of experience performing technical and/or administrative duties related to natural resources management, including experience in a supervisory position.

SPECIAL NOTES:

Specific positions in this classification may require registration as a Professional Engineer (PE) in lieu of the educational requirements listed above.

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).