

## NATURAL RESOURCES PLANNER SUPERVISOR

DESCRIPTION: Under administrative direction, supervises, trains, and evaluates natural resource planning staff; implements, enforces and provides advice in development of agency policies; coordinates natural resource planning activities for the agency; performs highly technical professional work in the area of natural resource planning; carries out very technical natural resources planning functions in any of the related disciplines of engineering, hydrology, geology, cartography, economics, ecology, forestry, agronomy, computer science, planning or conservation; performs related work as 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.)

Plans, assigns, and directs the work activities of staff to facilitate the attainment of the work goals and to ensure the consistent application of administrative, technical and program policies, procedures and standards.

Confers with and advises staff to exchange information on natural resource planning activities, policies, and procedures.

Compares work performance and products of staff to identify employee training needs and to improve advancement potential with established standards to determine and recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, or separations.

Trains staff in the policies and procedures of natural resource planning to maintain or improve the performance levels of staff.

Develops plans, strategies, modeling techniques, methods and standards to implement natural resource management.

Organizes, writes, edits, and reviews reports and technical papers.

Writes a wide variety of agency correspondence.

Develops and applies new methods of data gathering and interpretation to improve identification and evaluation of projects and studies.

Testifies in hearings as an expert witness to verify observations and conclusions from data collection and interpretation as required.

Works with other agencies and organizations.

Develops and reviews contracts and grants relating to specific work within the scope of the agency.

Uses advanced statistical and/or computer modeling techniques to gather and interpret data.

Assists in agency budgeting process.

NATURAL RESOURCES PLANNER SUPERVISOR (continued)

Meets with State and local government representatives and the general public to explain policies, programs and work of the agency.

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

Knowledge of: the principles and techniques of supervisors.

Ability to: train staff; present technical information to groups and individuals; work independently and use the abilities of others to achieve objectives.

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

Knowledge of: basic concepts of planning, geology, hydrology and conservation.

Ability to: instruct staff in policies and procedures; conduct and participate in environmental studies and prepare reports; establish and maintain effective working relationships with public and private officials and with the general public; plan and organize work effectively; communicate effectively both orally and in writing; interpret and apply technical information, standards, regulations, and laws.

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.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills.

Post bachelor's degree in planning, geography, geology, hydrology, engineering, environmental science and physical or natural science.