

NATURAL RESOURCES PROGRAM SUPERVISOR - ECOLOGICAL SERVICES

KIND OF WORK

Supervisory ecological program work.

NATURE AND PURPOSE

Under administrative direction, supervise and administer a statewide ecological services program. This includes organizing, defining, and directing complex technical program activities so that management objectives are met; performs related work as required.

The NR Program Supervisor Ecological Services differs from the NR Supervisor Ecological Services in that the scope of the program is larger, and differs from the NR Program Supervisor Senior Ecological Services classification in that it does not supervise subordinate supervisors and is more involved in direct program implementation rather than policy issues. It differs from NR Specialist Senior classification in that it has both formal supervisory responsibilities and responsibility for a statewide program(s).

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises staff to ensure the effective allocation of human resources by interviewing and selecting staff affirmatively; assigning, scheduling, directing, and evaluating work performance; recommending achievement awards; and disciplining staff.

Manages budget to effectively meet program needs by preparing, justifying, requesting, administering, monitoring and evaluating budgets, and preparing spending plans.

Coordinates program activities with other agencies and groups affected by program policies and procedures so that these agencies and individuals work with, rather than against, the department by meeting with individuals or organizations on management problems or issues, assembling and providing information on resource issues, and attending or chairing public meetings.

Directs/plans program operations to ensure clear, organized direction for staff by preparing season plans, coordinating work plans with other units, and prioritizing work.

Evaluates the effectiveness of a program to ensure that division objectives are met by analyzing program results and costs, taking corrective actions when necessary, and recommending new procedures or efforts.

Directs implementation of a specific program so that program goals are met and services are provided in an effective and efficient manner by assigning work to staff and monitoring performance and adherence to goals.

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures and bargaining unit agreements sufficient to resolve personnel problems, create and fill positions, reward and discipline employees; and assign, schedule and direct work.

Aquatic biology/ecology, biology, botany, conservation biology, geology, community ecology, landscape ecology, limnology, fisheries, ecology, wildlife management, or zoology sufficient to interpret data and apply knowledge to determine program direction, plan work and set goals, and monitor and evaluate accomplishments.

Division organization, policies and procedures to carry out and advise staff in proper methods to accomplish work and initiate change.

DNR and state practices regarding procurement, contract administration and budgets sufficient to control the bid solicitation process, prepare budget requests, and authorize expenditures and payments.

Operations, problems, policies and procedures sufficient to direct work, set goals and evaluate effectiveness of the program(s).

Computer proficiency, including knowledge of databases, spreadsheets, and statistical programs sufficient to efficiently analyze data.

Skill in:

Oral and written communication sufficient to write technical and general reports, give presentations to lay and professional audiences, and to discuss and resolve controversial issues and problems with supervisors and managers of other sections, divisions and agencies.

Human relations sufficient to motivate and discipline subordinate staff; resolve conflicts among unit employees and resolve conflicts with other units, sections, divisions and agencies; and to plan and structure work, monitor procedures and accomplishments, and detect problems.

Ability to:

Delegate assignments, authority and responsibilities sufficient to accomplish program objectives.

Est.: 08/30/00

Rev.:

T.C.:

Former Title(s):