

NATURAL RESOURCES PROGRAM SUPERVISOR SENIOR –
ECOLOGICAL SERVICES

KIND OF WORK

Supervisory ecological program management work.

NATURE AND PURPOSE

Under administrative direction, supervises program supervisors who have responsibility for organizing and directing a statewide resource program(s); performs related work as required.

The NR Program Supervisor Senior Ecological Services differs from the NR Program Supervisor Ecological Services and the NR Supervisor Ecological Services classification in that it generally supervises subordinate supervisors and is responsible for the supervision, planning and coordination of several statewide programs. The NR Program Supervisor Senior Ecological Services has greater emphasis on external relationships and less involvement with day-to-day supervisory and program issues.

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

Administratively supervises programs 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 subordinate staff.

Represents programs to the public, legislature, other jurisdictions and organizations to ensure accurate and prompt dissemination of information concerning Ecological Services resource management programs and policies by making speeches, writing articles, communicating with interested parties and delegating and directing the work of subordinate staff in such activities.

Directs staff in administration of program operations to ensure effectiveness by planning, recommending policies, setting goals, monitoring work in progress and evaluating accomplishments.

Manages budgetary resources to efficiently meet program needs by preparing, justifying, monitoring and evaluating budgets and developing statewide spending plans.

Provides, or directs provision of, technical resource staff support to management of the division and department by advising and counseling on policy/program issues and administration of special projects.

Coordinates legislative and rule-making activities by proposing, developing, supporting, monitoring, evaluating, and reporting on these activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of ecology and limnology and other appropriate sciences sufficient to establish appropriate procedures, to effectively review project proposals and program recommendations and to answer and resolve technical questions and problems from division staff, project proposers or the public.

Aquatic biology/ecology, biology, botany, conservation biology, geology, landscape ecology, community ecology, limnology, fisheries, ecology, wildlife management, or zoology sufficient to supervise the planning, development, implementation and evaluation of monitoring, research, regulation and/or specialized management activities.

Ecological Services Division programs and policies sufficient to direct program activities and to recommend policy and program changes.

Legislative process sufficient to write legislative proposals, apply for LCMR funding and write progress reports.

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

State and Department of Natural Resources' budgeting practices sufficient to prepare budget requests and monitor expenditure of funds.

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

Ability to:

Communicate both orally and in writing sufficient to write technical and general reports, give presentations to lay and professional audiences, and to discuss and resolve controversial issues and problems with staff and other section and division supervisors and managers.

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Class Specification

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Develop and maintain effective working relationships with co-workers, subordinates, community representatives and the public sufficient to motivate and discipline subordinate staff, resolve conflicts among unit employees and resolve conflicts with other units, sections, divisions and agencies.

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

Est.: 08/30/00

Rev.:

T.C.:

Former Title(s):