

POLLUTION CONTROL STRATEGIC MANAGER

KIND OF WORK

Highly responsible administrative work in the direction of a major division of the Minnesota Pollution Control Agency.

NATURE AND PURPOSE

An employee in this class plans, directs, and coordinates all activities pertinent to his/her particular area of responsibility. Work involves responsibility for developing policies and giving direction and coordination to the divisions of the agency.

The employee serves as the principal advisor to the Commissioner concerning programs under his/her jurisdiction and may act on behalf of the Commissioner in discharging responsibilities as they pertain to his/her division. General supervision is exercised over professional and technical staff through section heads and unit supervisors. Work is performed under the general direction of the Commissioner and the Deputy Commissioner with assignments in the form of broad objectives or needs and reviewed on the basis of program effectiveness.

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

Confers with and advises the Commissioner and the Minnesota Pollution Control Agency Board on matters of major importance in policy development in water, air, solid waste, nuclear or other pollution control areas to ensure that the work of the division is carried out in accordance with Minnesota Statutes and federal laws.

Develops operating policy for and directs the activities of the Air, Water or Solid Waste Division, including planning assignments, supervising studies and investigations in the specialty area, to ensure a coordinated program and ensure maximum use of staff resources.

Acts as consultant to the Minnesota Pollution Control Agency Board and presents data on solid waste, water, or air pollution problems; reports on inspections or investigations made into specific problem areas and recommends action to be taken so as to keep the Board informed of the operations of the division and enable them to make the decisions required of them by statutes.

Appears when directed before legislative committees to testify on behalf of agency programs relating to the division in order to promote the legislative program of the agency.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the principles and practices of pollution control and environmental protection pertaining to the division under direction.

Thorough knowledge of federal and state laws, rules and regulations relating to pollution control.

Thorough knowledge of the overall agency program and ability to integrate activities of the division into the total program.

Ability to:

Plan, initiate and direct administrative policies and procedures of the division.

Speak and write effectively.

Establish and maintain effective working relationships.

Est.: 10/71
Rev.: 9/77
Ckd.: 11/92

T.C.: 5/93
Former Title(s): Pollution Control
Division Director