

**CLASS TITLE: ADMINISTRATOR OF SUSTAINABLE
WATERSHED PROGRAM
(DEM)**

**Class Code: 02515700
Pay Grade: 38A
EO: A**

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management, to be responsible for planning, directing, and administering a statewide Sustainable Watershed Management program and management strategy emphasizing community-based planning and implementation to more effectively preserve, protect and restore Rhode Island's natural resources; to develop and administer a challenge grant program to assist communities with implementation of watershed action programs; to develop and maintain a public information and education program oriented to improving public awareness of sustainable watershed issues; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Environmental Management with considerable latitude for the exercise of independent judgment and initiative; work is subject to review through conferences and written reports for conformance to departmental policy and objectives and pertinent statutes and guidelines.

SUPERVISION EXERCISED: Plans, coordinates, supervises and evaluates the work of subordinate professional, technical, and clerical staff as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Within the Department of Environmental Management, to be responsible for planning, directing, and administering a statewide Sustainable Watershed Management program and management strategy emphasizing community-based planning and implementation to more effectively preserve protect and restore Rhode Island's natural resources.

To plan, supervise and review the work of watershed coordinators, professional, technical and clerical staff engaged in a statewide sustainable watershed management program designed to encourage community-based planning and implementation to preserve, protect, and restore Rhode Island's natural resources and utilize the state's natural resources to provide for sustainable economic opportunity.

To develop and administer a challenge grant program to assist communities with implementation of watershed action programs.

To work closely with the Director, Senior Management, and Division Chiefs to coordinate and integrate among Divisions and programs to make DEM's contribution to watershed partnerships as effective as possible.

To assist with building the capacity of communities to encourage locally based implementation of watershed action programs.

To work with leaders from the community, environmental interest groups, business, the public, and all applicable watershed stakeholders to build strong partnerships and a shared vision for the sustainable watershed approach.

To coordinate the annual budget and assistance requests from the watershed teams with the Director, Senior Management, Division Chiefs, applicable federal, state, and non-governmental organizations to effectively allocate resources to meet watershed team needs.

To encourage and ensure the development of watershed strategic plans and annual action programs to identify community-based objectives and strategies.

To work to ensure the applicable watershed stakeholders are integrated into all levels of the sustainable watershed program.

To attend meetings and conferences involving federal, state, local officials, community groups, and the public, as required to represent the Director.

To develop and maintain a public information and education program oriented to improving public awareness of sustainable watershed issues.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in order to develop and implement a comprehensive statewide sustainable watershed program; a thorough knowledge of the various statutes, rules regulations and guidelines dealing with environmental and sustainable land use issues and the ability to apply such knowledge in the development and management of a sustainable watershed program; the ability to plan, administer, and effectively coordinate a statewide watershed program; the ability to solve complex environmental problems by building broad based partnerships; the ability to coordinate and integrate diverse programs and activities to make them as effective as possible; the ability to plan, organize, review and evaluate the work of professional, technical, clerical and other staff as assigned; the ability to communicate effectively using demonstrated oral and written communication skills; the ability to organize and manage multiple tasks in an effective and efficient manner; the ability to organize and direct a team environment; the ability to interpret and apply policy statements to definitive program activities; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies and organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree with specialization in Environmental Science or Natural Resources Science; and

Experience: Such as may have been gained through: at least six (6) years employment in a responsible supervisory position in the field of environmental protection with special emphasis on watershed and sustainable and use management, grant administration and management and responsibility for acquisition of competitive grant funds.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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