

**CLASS TITLE: ASSISTANT DIRECTOR FOR NATURAL RESOURCES
(DEM)**

**Class Code: 02514800
Pay Grade: 40A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management to be responsible for the planning, administration, coordination, direction and control of various natural resources programs such as forestry, inland fisheries, wildlife, and marine fisheries and resources; to assume the duties and responsibilities for the overall administration of the entire Natural Resources Management Section in the absence of the Associate Director; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment; work is subject to review through consultations and submitted reports for conformance to laws, rules, regulations and departmental policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of administrative, professional, technical, and clerical staff and others as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, administration, coordination, direction and control of various natural resources programs such as forestry, inland fisheries, wildlife, and marine fisheries and resources.

As assigned, to serve as the Associate Director for Natural Resources Management (DEM) in case of absence.

To be responsible for the evaluation of the management, methods and procedures within the assigned programs as to their effectiveness, efficiency, and progress, and to recommend future plans and budget allocations based on this evaluation.

To assist the Associate Director and provide leadership in the preparation, implementation and control of the department's natural resources management budget.

To be responsible for developing and maintaining departmental plans and operations for the management of public lands, natural resources, recreational resources and other facilities under the jurisdiction of the department; a comprehensive registration and licensing program for the department's various natural resource management programs, as mandated by statute; and a comprehensive enforcement and emergency relief program, as mandated.

To review existing laws, proposed legislation, rules and regulations and report thereon to the associate director as they related to the department's natural resources functions.

To assist the Director and Associate Director in the formulation of departmental policies and procedures.

To direct division heads in the preparation of reports on the applications and interpretation of state laws and departmental policies and objectives, and to confer with them for guidance and assistance.

To attend meetings and conferences and serve on various boards and commissions involving federal, state and local officials, professionals, and the public, and to represent the associate director, director or Governor as required.

To plan, coordinate and direct the programs so designated within the Natural Resources Management Section in the efficient use, maintenance and protection of all physical facilities under their jurisdiction.

To assist the Associate Director by relieving him/her of administrative details concerned with the

department's natural resources functions.

To plan, organize and supervise various programs, projects and research activities involving the management and conservation of forests on state-owned and private lands and other natural areas, freshwater fisheries management and conservation, and the restoration, protection, management and development of wildfire resources throughout the state in order to develop and effectively utilize such natural resources;

To advise departmental officials and members of the General Assembly on matters concerning natural resources management and to assist in the preparation of legislation affecting such resources.

To recommend and draft various projects which may be eligible for federal grants from the United States Forest Service, the United States Fish & Wildlife Service and other appropriate agencies; prepare annual state financial plan requirements for such federal grants; and to administer Cooperative Federal Grant Programs.

To initiate and conduct a public relations program within the state for promoting public interest, understanding and conservation of forest, inland fish and wildlife resources for the benefit of hunters, fishermen and the general public utilizing and implementing divisional policies, rules and regulations.

To be responsible for overseeing studies in various areas in the natural resources management field.

To review and evaluate applications for federal grant funds to support natural resource programs.

As required, to assist and represent the Associate Director concerning personnel administration, labor relation matters and contract negotiations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to the administration of a broad range of natural resource/environmental management, protection, and recreational programs; a thorough knowledge of federal and state laws relating to natural resource/environmental management, protection, and recreational programs; a thorough knowledge of conservation principles, methods, practices, standards and organization; knowledge of the principles, methods, and techniques used in the maintenance and repair of mechanical equipment, seasonal buildings, fishing piers, roads, and other structures; a thorough knowledge of the principles, practices and techniques of natural resources management, and the ability to apply such knowledge in the administration and control of several divisions; a thorough knowledge of the organizational structure of state government and the functions of its departments and agencies; the ability to evaluate the effectiveness of programs, identify problems, and work creatively to improve them; knowledge of general and cost accounting procedures as well as government finance policies and procedures; a familiarity with scientific analytical techniques; the ability to develop and maintain effective working relationships with associates and with other public and private officials; the ability to plan, organize, review and evaluate the work of administrative, professional, technical, clerical staff and others as assigned; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in the field of Natural Resources, or a closely related field; and

Experience: Such as may have been gained through: extensive experience in a highly responsible administrative and supervisory position involving governmental operations in the fields of natural resources management and environmental protection.

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

Class Revised: March 25, 2012