



To review, periodically, the various activities within the Natural Resources Management Section, and to evaluate their effectiveness on meeting the needs of the public.

As required, to assist and represent the Director concerning labor relations matters and 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 recreation, natural resources management and environmental programs; a thorough knowledge of federal and state laws relating to recreation, agriculture, natural resources and environmental management programs; a thorough knowledge of public works and conservation construction principles, methods, practices, standards and organization; a thorough knowledge of the principles, methods, and techniques used in the maintenance and repair of seasonal building, roads, services and mechanical equipment; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several natural resources management divisions; a thorough knowledge of the organizational structure of state government and the functions of its departments and agencies; the ability to improve them; a working knowledge of general and cost accounting procedures; as well as government finance policies and procedures; a familiarity with planning and 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 a staff of professional, technical, clerical and other employees; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Public Administration, or a related field; and

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

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

Class Created: August 25, 1991

Editorial Review: 3-15-2003