

CLASS TITLE: CHIEF, DIVISION OF PLANNING AND DEVELOPMENT (DEM)

Class Code: 02513500

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management, to be responsible for the planning and implementation of federal and state legislation, programs, and projects that relate to the protection, development, use of natural resources of the state; to be responsible to the Deputy Director of Environmental Management for the acquisition and development of state natural resources and recreational areas or facilities; to be responsible for the coastal resources program, including the oversight of the ports, berths, and other real estate associated with the program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Deputy Director of Environmental Management for planning and administrative services with considerable latitude for the exercise of independent judgement; work is reviewed through consultation and review of reports for conformance to laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Environmental Management, to be responsible for the planning and implementation of federal and state legislation, programs, and projects that relate to the protection, development, use of the natural resources of the state.

To be responsible to the Deputy Director of Environmental Management for the acquisition and development of state natural resources and recreational areas or facilities.

To be responsible for the coastal resources program, including the oversight of the ports, berths, and other real estate associated with the program.

To prepare and supervise staff engaged in the preparation of technical and non-technical reports containing findings, analysis, evaluations, conclusions, and recommendations relating to the state's program for the protection, development, and uses of its natural resources and its existing and potential recreational areas and facilities.

To be responsible for reviewing all land acquisition appraisals made by division staff or other appraisers.

To oversee grant programs distributing State & Federal dollars to Municipalities and NGO's for local park development & land conservation work.

To oversee and be responsible for land acquisition or easements to expand the State's park system, conserve wildlife habitats and protect farmland.

To authorize payments to owners of condemned real estate for natural resources and recreational sites and uses.

To review and approve plans and applications of local communities for state and federal assistance for their acquisition of natural resources and recreational sites and uses.

To manage DEM's Geographic Information System (GIS), including the processing and analysis of spatial environmental data and the production of conventional and digital cartographic products.

To manage DEM's capital planning and development work.

To review proposed highway plans submitted by the Department of Transportation (DOT) and to indicate to the Director of DOT concurrence which such plans, or reasons for non-concurrence if said plans would adversely affect the state's natural resource planning and development program.

To do other related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of law relating to the conservation of the state's natural resources; a thorough knowledge of the principles, methods, and techniques applied in the collections, evaluation, organization, and presentation of data for use in the Department's planning of policies, programs and projects for the protection, development and effective uses of such natural resources, existing or potential recreational areas and facilities; knowledge of the principles, methods and techniques of community and state planning as they relate to the planning and development of such programs and projects; the ability to analyze major resources planning problems and to direct research, survey and design activities for the possible solution of such problems; knowledge of land condemnation procedures and practices; the ability to plan and direct the activities of a large group of professional, technical, and clerical staff; the ability to prepare, and to supervise others in the preparation of, clear and technically correct reports relating to the state's natural resources containing findings, analyses, evaluations, conclusions, and recommendations; the ability to plan, coordinate, supervise and review the work of subordinates; the ability to establish effective working relationships with associates, superiors, subordinates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Master's Degree from a college of recognized standing in Planning, Civil/ Environmental Engineering, Architecture/Urban Design or a closely related field; and

Experience: A minimum of three (3) years of employment in a responsible, professional supervisory position in the field of planning or engineering involving the implementation of projects and programs designed for the protection, development, and use of natural resources and recreational facilities.

Or, possession of a Bachelor's Degree from a college of recognized standing in Planning, Civil/ Environmental Engineering, Architecture/Urban Design or a closely related field and a minimum of five (5) years of employment in a responsible, professional supervisory position in the field of planning or engineering involving the implementation of projects and programs designed for the protection, development, and use of natural resources and recreational facilities.

Class Revised: October 18, 1992

Editorial Review: March 15, 2003

Class Revised: August 18, 2019