

**CLASS TITLE:**

**CHIEF, DIVISION OF  
PLANNING AND DEVELOPMENT  
(DEM)**

**Class Code: 02513500**

**Pay Grade: 38A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning and implementation of all federal and state legislation, programs, and projects that relate to the protection, development, and the use of the natural resources of this State; to be responsible to the Associate Director for planning and administrative services for the acquisition and development of all state natural resources and recreational areas or sites; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Associate Director 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:**

To be responsible for the planning and implementation of all federal and state legislation, programs, and projects that resources and for the development and maintenance of recreational areas and facilities.

To prepare and supervise others 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 resource and its existing and potential recreational area and facilities.

To be responsible for reviewing all land acquisition appraisals made by divisional personnel or other appraisers; to be responsible to the Associate Director for the acquisition and development of all state natural resources and recreational areas or sites; and 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 review proposed highway plans submitted by the State Department of Transportation and to indicate to the Director of that department concurrence which such plans, or reasons for non-concurrence if said plans would adversely affect the state's natural resource planning and development program.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, 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, and existing or potential recreational areas and facilities; a working 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; a working knowledge of land condemnation procedures and practices; the ability to apply effectively the forgoing knowledges, principles, methods, and techniques; the ability to direct the

work of subordinates in the maintenance of a departmental public relations and publicity program; 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; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree in Planning, Civil/Environmental Engineering or Architecture/Urban Design.

Experience: Such as may have been gained through: employment in a responsible administrative and technical supervisory position in the field of planning and engineering for the implementation of programs and projects designed for the protection, development, and use of the state's natural resources and recreational facilities.

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

Class Revised: October 18, 1992

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