

**CLASS TITLE: DEPUTY DIRECTOR, DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (DEM)**

**Class Code: 02517700**

**Pay Grade: 46A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Environmental Management, to be responsible for the overall administration, planning, coordination, direction, management and supervision of multiple core units and/or programs as the head of the environmental protection bureau, the natural resource management bureau or the planning and administrative services function; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of the Department of Environmental Management with considerable latitude for the exercise of independent judgment; work is reviewed for application of accepted professional principles, methods and techniques, and for conformance to laws, rules, regulations, and departmental policies and objectives.

**SUPERVISION EXERCISED:** Plans, organizes, directs, coordinates, and evaluates the work of professional, non-professional, technical, clerical and other employees across multiple complicated programs/units within DEM.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Environmental Management, to be responsible for the administration, planning, coordination, direction, management and supervision of multiple core units and/or programs as the head of the environmental protection bureau, natural resource management bureau or the planning and administrative services function.

For the environmental protection bureau assignment, to be responsible for the leadership, management, development and implementation of major regulatory programs on air pollution control, clean water, waste management, site remediation, emergency response, and administrative compliance and enforcement.

For the natural resources management and stewardship bureau, to be responsible for the leadership, management, development and implementation of major programs on recreation and state parks, fish and wildlife management, marine fisheries and port management, forestry, environmental police operations, and planning and development of capital investments related to Department operations and mission.

For the planning and administrative services assignment, to be responsible for the leadership, management, development and implementation of administrative functions to include budgeting and financial management, public information programs, DEM legal services and adjudication services.

**For all assignments:**

To assist the Director in the formulation of departmental policies and procedures for conformance to state laws, rules and regulations.

To review existing laws, proposed legislation, rules and regulations and report thereon to the Director as they relate to the Department's functions.

To make recommendations to the Director in the formation of the Department's legislative agenda and strategic goals.

To coordinate program activities with other programs of the Department of Environmental Management in order to ensure effective and efficient operations.

To evaluate present programs and functions as to their effectiveness, efficiency and progress and communicate that performance to interested parties.

To identify, develop and coordinate the implementation of new programs for the purpose of enhancing services, meeting the Department's goals and objectives and ensuring the efficient and effective use of resources and operations.

To supervise the permitting and enforcement actions of the programs for conformance with department policies, state laws, rules and regulations, and court orders.

To lead innovation within the Department to improve operations or effectively respond to emerging issues.

To be responsible for initiating, directing and conducting studies and the preparation of reports for a variety of stakeholders as they relate to assigned functional area.

To be responsible for the efficient use, maintenance and protection of all physical facilities and assets within the Department.

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

To be responsible for evaluating and recommending modifications to departmental fees, assessments, and penalties.

To work directly with the Director and other executive staff on the preparation of the Departmental operating and capital budgets.

To serve as the Director in case of absence or inability of the Director to discharge the responsibilities of the office.

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

To develop, review and evaluate departmental application for federal grant funds.

To be responsible for developing programs for public participation in the departmental planning.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of the Rhode Island General Laws, rules and regulations administered and enforced by the department; the ability to coordinate bureau and/or divisional activities for efficient and consistent application and enforcement of applicable laws, rules and regulations; 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, natural resources management and stewardship, or environmental protection programs; a thorough knowledge and understanding of the principles and techniques of public administration; a thorough knowledge and understanding of state and federal laws relating to personnel management and labor relations issues; a thorough knowledge of the principles and practices of governmental planning, administration, budgeting, and capital development budgeting and the ability to apply these principles and practices; a thorough knowledge of intergovernmental relationships, the ability structure creative planning process and to supervise and motivate professional people in participating in planning activities; the ability to work closely with Federal, local and other state officials as well as with representatives of the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Public or Business Administration, Environmental Policy or Natural Resource Management, graduation from an accredited law school, or a related field; and

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

**As it applies to the natural resource management role only:** A combination of education at the bachelor's degree level in Public or Business Administration, Environmental Policy or Natural Resource Management or related field with considerable experience in a highly responsible administrative and supervisory position involving

governmental operations in the field of natural resources, environmental planning will be considered to be substantially equivalent to the required education and experience listed above.

Class Created: September 16, 2018