

**CLASS TITLE: SUPERVISOR LAND CONSERVATION  
AND ACQUISITION PROGRAM  
(DEPARTMENT OF ENVIRONMENTAL  
MANAGEMENT)**

**Class Code: 02743500**

**Pay Grade: 32A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Environmental Management, to be responsible for the administration and supervision of a statewide program involving land protection and acquisition of recreation and natural resource conservation areas and coordination for planning of recreational and open space facilities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is subject to review for results and for conformance with law, rules, regulations, and policies.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and reviews the work of professional, technical and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for directing a program of land acquisition, including property evaluation, property appraisal, negotiation, and all other related administrative duties.

To be responsible for appraisal review of the full fair market value of real estate to be acquired; and for assuring conformance to state and federal standards relating to property acquisition.

To be responsible for supervising and coordinating the acquisition of property for the land management divisions of the Department of Environmental Management.

To be responsible for delivering a plat map and description of each parcel of property to the sheriff of the county in which the land is taken by condemnation so that he may make the necessary service upon the individual owner or owners of such property.

To be responsible for delivering a plat map and description of each parcel of property.

To assist the Attorney General or other Legal Counsel in court cases by making available to him all records and data concerning land taking actions.

To attend public hearings held in conjunction with land acquisition and to appear before the State Properties Committee in order to gain their approval for all property acquisitions.

To be responsible for negotiating with property owners or their agents for the purpose of obtaining property by deed.

To assist in the evaluation of existing and potential park or other type recreational areas and/or conservation sites for the purpose of making recommendations for abandonment, or the retention, development and expansion of existing facilities or for new recreational and conservation developments.

To be familiar with and able to coordinate multi jurisdictional partnerships for acquisition and preservation.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices and techniques used in the appraisal of real property and the ability to apply such practices and techniques; a working knowledge of the principles and practices of natural resource management; the ability to plan, supervise and participate in negotiations for the acquisition of real property, easements or use agreement; the ability to establish and maintain good relationships with public officials, property owners and the general public; 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 Bachelor's Degree in Geography, Natural Resources, Soil Science, or a closely related field with a physical or design emphasis; and

Experience: Such as may have been gained through: employment in a responsible position which involved natural resource land conservation and real estate appraisal work for a governmental agency or private conservation organization.

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

Class Created: January 12, 1992

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