

NATURAL RESOURCES PROGRAM COORDINATOR

KIND OF WORK

Professional statewide environmental program administration, development, and implementation work.

NATURE AND PURPOSE

Under administrative direction, develop annual and long-range work plans and targets, prepare spending plans, monitor work, and recommend policies for a specific statewide program or programs; perform related work as required. Incumbents are responsible for program accomplishments and failures.

This class differs from the NR Regional Specialists and Specialists Senior classes in having statewide responsibility for program administration. It differs from the NR Program Consultant class in that it does not require the same depth of technical specialization.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develop program guidelines and procedures so that programs are administered consistently across the state by analyzing statewide resource trends and patterns, identifying needs and problems, and developing program goals and objectives.

Serve as statewide technical expert in a particular program area so that programs are innovative and plans can be made for long-range resource needs by researching new information, advising technical staff, and integrating current technical information and techniques with political and scientific concerns.

Draft legislative proposals and special reports and review bills proposed by legislators to ensure they contain sound natural resource management practices by analyzing current resource information, identifying program needs, and delineating proposals to meet program needs.

Coordinate program activities department-wide, or inter-agency, or groups affected by program policies and procedures, so that individuals work with rather than against the department by: meeting with individuals or organizations on management problems or issues; assembling and providing information on resource issues; and serving as the department representative at meetings.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Aquatic biology/ecology, biology, botany, conservation biology, ecology, geology, landscape ecology, community ecology, limnology, fisheries, forestry, wildlife management, or zoology sufficient to interpret data and apply knowledge to project activities.

Rules, regulations and procedures governing a specific program sufficient to solve unusual or difficult problems, advise field staff, determine future program directions, and evaluate program work.

Division programs, policies and procedures sufficient to make program decisions that are compatible with other policies and programs in the division and department.

Program activities in all parts of the state sufficient to devise workable procedures for obtaining data and for operating programs; and to devise and recommend program policies.

DNR and state practices regarding procurement, contract administration and budgets sufficient to control the bid solicitation process, prepare budget requests, and authorize expenditures and payments.

Skill in:

Human relations sufficient to motivate and obtain commitment from professionals who do not report directly to the Coordinator.

Persuasion sufficient to convince staff to take new approaches to issues and to explain and resolve complex program problems with other agencies, public interest groups, legislators, and the public.

Written and oral communications sufficient to speak or write to large or small groups, legislative committees, officials of other agencies, private groups or the public; to write convincing and well-documented reports on resource issues; and to conduct training sessions with division staff or outside groups.

Planning sufficient to develop a systematic planning process for a program and produce biennial work plans.

Budgeting sufficient to allocate program funds to regional programs and to monitor expenditures.

Organization sufficient to monitor diverse projects statewide.

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Ability to:

Deal effectively with others using the appropriate style when necessary (e.g., friendly, cooperative, enthusiastic, firm, non-combative, etc.) sufficient to further division programs with individuals who may not be supportive.

Est.: 09/16/88

Rev.:

Ckd.:

T.C.:

Former Title(s):