

NATURAL RESOURCES PROGRAM CONSULTANT

KIND OF WORK

Advanced professional statewide program development and implementation work.

NATURE AND PURPOSE

Under general direction, develop annual and long-range work plans and targets; formulate program goals, objectives, and strategies; oversee collection and dissemination of data; develop regulations, legislative proposals, and provide legislative testimony; prepare annual spending plans; provide consultation and coordination to other professionals and researchers; serve as a departmental liaison with other agencies and groups; and perform related work as required for a program with significant statewide impact.

This class differs from the NR Specialist, Senior classes in that they typically either have a regional or statewide expertise in a program of limited scope, where they are principally involved in the implementation of that program. This class differs from the NR Program Coordinator in that they have statewide programs of a smaller scope. The NR Program Consultants have significant statewide impact for a large-scale program and are involved in establishing program goals and ensuring that goals are attained by providing direction and quality assurance for work accomplished by other staff.

This class is only available for use by Department of Natural Resources and Pollution Control Agency.

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

Administer significant statewide programs and direct policy so that programs are scientifically based, meet legal requirements, and are in keeping with stakeholder expectations.

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 scientific and political 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.

Testify at legislative hearings to that the legislature receives accurate and complete information by preparing background material on particular issues, anticipating problems or objections, and assembling relevant data.

Manages budgetary resources to efficiently meet program needs by preparing, justifying, monitoring and evaluating budgets and developing statewide spending plans.

Direct 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; collecting, assembling and providing information on resource issues; and serving as the department representative at meetings.

Oversee the development and implementation of informational pieces and education programs, so that clientele, staff, and decision makers are well-informed and have adequate factual information on which to base decisions.

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, zoology, environmental science or pollution control 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.

Legislative process sufficient to write legislative proposals, apply for LCMR or other legislative funding and write progress reports.

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.

Agency 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.

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.: 08/30/00

Rev.: 08/19/15

Ckd.:

T.C.:

Former Title(s):