

NATURAL RESOURCES FIELD SUPERVISOR

KIND OF WORK

Supervisory work in natural resources management.

NATURE AND PURPOSE

Under limited supervision, assist the NR Regional Manager in administering division policies, personnel, fiscal, resource management programs or supervision of a statewide program within a Region; supervise professionals and supervisors, so that objectives are met; plan, integrate, coordinate, review, recommend and evaluate regional or statewide program and projects; develop and administer budgets and, as a member of the management team, contribute to statewide division management by advising and providing information to assist in developing Division and Department policy on a statewide basis.

This class differs from the Natural Resources Specialist, Senior positions in magnitude and complexity of program responsibilities in the area. Whereas NR Area Supervisors have area-wide responsibilities, NR Field Supervisor positions have region-wide or statewide responsibilities. The NR Regional Managers are responsible for managing an entire region and frequently supervise NR Assistant Regional Supervisors, as well as NR Area Supervisors.

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

Supervise a unit/section to ensure the effective allocation of human resources by interviewing, selecting staff affirmatively, assigning, scheduling, directing, evaluating work performance, recommending achievement awards, and disciplining subordinate staff.

Direct regional fiscal or statewide programmatic and other administrative activities for division programs and related ecosystem-based management efforts throughout the region or state so that resource management is smoothly and efficiently implemented according to plans, policies, and legal mandates by developing biennial and annual budgets, authorizing expenditures, approving encumbrance changes, monitoring spending, and implementing solutions to fiscal problems.

Direct, administer, and promote the coordination and integration of division programs to ensure that they are conducted on an interdisciplinary basis utilizing ecosystem based concepts by directing the development of Enhancement Project Proposals and prioritizing projects.

Manage resource protection activities at the regional or statewide level including environmental review, land acquisition, private land initiatives, and habitat protection for listed species.

Direct and monitor environmental protection programs so that habitat and ecosystems are maintained, enhanced, and sustained by prioritizing land acquisitions, recommending land exchanges, reviewing land use applications/permits, and collaborating on inter-divisional projects, reporting violations, and testifying as an expert at hearings.

Direct and monitor information and education efforts so that the public will be well informed on program accomplishments and potential and future funding will be assured by serving as the Division's Regional or statewide programmatic representative, accepting and soliciting interviews from the media, responding to public inquiries, monitoring subordinate's public responses, informing local legislators of projects, assisting Regional Manager with public input meetings for collaborating on intra/inter-agency projects.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures, and labor contracts sufficient to establish priorities, make work assignments and approve the completed work of a large to moderate-sized group of professional and technical or clerical employees.

A specific area of natural resource management principles and resource-specific biology sufficient to plan, implement and evaluate programs.

Writing skills sufficient to develop project proposals, accomplishment reports, survey results, and correspondence.

Questionnaires and surveys sufficient to design, implement, compile, and analyze results of questionnaires.

Statistical and biometric analysis sufficient to plan, implement and evaluate natural resource management strategies.

Laws, policies, and regulations regarding specific resource management area sufficient to interpret, explain and enforce and recommend changes as appropriate.

Ability to:

Compile, write and edit clear and accurate reports.

Develop and/or administer budget sufficient to reach goals within allocations.

Plan and implement programs.

Natural Resources Field Supervisor

Class Specification

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Use computers, including knowledge of programming language, databases, spreadsheets, and word processing, sufficient to enter and analyze data.

Evaluate natural resource habitats and implement action sufficient to preserve and manage habitats for optimum production.

Communicate effectively with clientele sufficient to respond to requests appropriately and to maintain an effective public relations program.

Identify common goals and work with other disciplines toward accomplishing mutually beneficial goals.

Apply accepted techniques in the investigation of projects.

Supervise staff and delegate authority.

Prepare and make effective oral presentations in training sessions and talks to community groups.

Est.: 08/30/00

Rev.: 7/8/02; 8/05

Ckd.:

T.C.: 7/8/02; 8/05

Former Title(s): NR Assistant Regional
Supervisor

NR Assistant Regional Supervisor-Wildlife