

NATURAL RESOURCES SUPERVISOR - ECOLOGICAL SERVICES

KIND OF WORK

Supervisory ecological program work.

NATURE AND PURPOSE

Under administrative direction, design and conduct a regional or statewide program of narrow scope, in making assessments of complex aquatic and terrestrial ecosystems; analyze and communicate assessment results; make habitat management recommendations; consult on policy issues and make recommendations for policy changes; plan, coordinate, implement habitat management and development activities on ecosystems; and implement the development of interpretive and educational materials; perform related work as required.

Differs from higher level supervisors in that they do not have responsibility for either a large statewide program or a regional program with division-wide impact. This class is distinguished from the Senior levels in that they have formal supervisory responsibility.

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

Supervises staff to ensure the effective allocation of human resources by interviewing and selecting staff affirmatively; assigning, scheduling, directing, and evaluating work performance; recommending achievement awards; and disciplining staff.

Direct and design research studies, surveys, and special investigations to obtain information about aquatic and terrestrial communities (i.e., plants, animals, and their habitats), both native and exotic, by determining the scope of study or survey, identifying material needs and scheduling field work.

Lead and conduct field studies or surveys by: securing permission from landowners to conduct surveys; preparing forms; planning and coordinating field schedules; implementing field sampling procedures based on site-specific conditions; obtaining field data (e.g., identify aquatic and terrestrial exotic threats, birds, nongame fish, etc.); recording/verifying/editing field data, assigning activities to staff; reviewing data results; collecting and processing voucher specimens; and acquiring and maintaining equipment.

Plan and initiate the compilation, analysis, summary, and interpretation necessary to transform research data (e.g., effects of prescribed burns) and field reports into useful formats and evaluate their significance and impact so that data is evaluated within an ecological context and made available to enhance education, facilitate environmental review, and direct conservation actions.

Serve as a technical expert by providing technical guidance on regional project proposals, reviewing proposals, and recommending alterations based on scientific/technical expertise, available resources and priorities, within and outside of the DNR; author and disseminate reports, scientific journal articles, and presentations to other divisions, agencies, the scientific community, and the general public.

Direct, implement, monitor, and evaluate the success of habitat management actions by evaluating existing habitat conditions; identifying habitat management needs; and developing specific habitat improvement recommendations.

Oversee administrative tasks by assisting in recruiting, interviewing, training, directing, and evaluating technicians/interns; tracking and compiling management activities and expenses; establishing contracts with outside researchers or vendors; and assisting in budget management.

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures and bargaining unit agreements sufficient to resolve personnel problems; create and fill positions; reward and discipline employees; and assign, schedule and direct work.

Aquatic biology/ecology, biology, botany, conservation biology, geology, community ecology, landscape ecology, limnology, fisheries, ecology, wildlife management, or zoology sufficient to interpret data and apply knowledge to determine program direction, plan work and set goals, and monitor and evaluate accomplishments.

Division organization, policies and procedures to carry out and advise staff in proper methods to accomplish work and initiate change.

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.

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

Census and survey techniques, trapping and banding techniques and radio telemetry sufficient to carry out projects requiring use of these techniques.

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

Computer proficiency, including knowledge of databases, spreadsheets, and statistical programs sufficient to efficiently analyze data.

Skill in:

Oral and written communication sufficient to write technical and general reports, give presentations to lay and professional audiences, and to discuss and resolve controversial issues and problems with supervisors and managers of other sections, divisions and agencies.

Human relations sufficient to motivate and discipline subordinate staff; resolve conflicts among unit employees and resolve conflicts with other units, sections, divisions and agencies; and to plan and structure work, monitor procedures and accomplishments, and detect problems.

Ability to:

Delegate assignments, authority and responsibilities sufficient to accomplish program objectives.

Est.: 08/30/00

Rev.:

Ckd.:

T.C.:

Former Title(s):