

## NATURAL RESOURCES SUPERVISOR

### KIND OF WORK

Supervisory work in management of natural resources.

### NATURE AND PURPOSE

Under limited supervision/procedural control, supervise multiple diverse program functions within a region or with regional impact; or may supervise administrative and operational activities of multiple work units within a region or with regional impact that includes subordinate level supervisors; or may manage the operations of a large complex business operation such as Itasca State Park.

This class differs from lower level natural resources supervisory classes which generally do not supervise subordinate supervisors and are typically responsible for an area within a region or for a park, both which have limited program responsibilities and limited region-wide impact.

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

Supervise employees to ensure effective allocation of human resources by interviewing, assigning and directing work, writing and revising position descriptions, providing training, scheduling, evaluating work performance, recommending achievement awards and disciplining staff.

Direct regional staff in administration of division operations and/or programs by planning, recommending policies, setting goals, monitoring work and evaluating accomplishments.

Represent the division and department to special interest groups, the public and other jurisdictions and organizations.

Manage regional budget resources to meet program and/or operations needs by collaborating on budget strategies; preparing and justifying budget requests; or directing and monitoring budget management activities in a geographic district of the region or for a significant work unit of the division.

Provide, or direct provision of, technical resource staff support to management of the division or department by advising and counseling on policy/program issues and administration of special projects.

Direct the implementation and integration of division programs, activities, policies, budgets and rules for units in a geographic district of the region.

Manage revenue operations and other fiscal activities for a significant work unit of the division.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Division programs, policies and procedures sufficient to direct, monitor and evaluate program activities and recommend changes in policy or budgets that would enhance regional and statewide programs.

Human resource policies, procedures, and labor contracts sufficient to establish priorities, make work assignments, schedule, reward and discipline employees.

Budget management and fiscal policies and procedures sufficient to administer funds, evaluate needs, monitor expenditure of funds and prepare and articulate budget proposals.

Various land management areas such as acquisition, leasing, rights, agreements and land laws sufficient to understand issues, implement programs and policies related to land management and explain issues to team members and the public.

Facility design, development, operations and maintenance standards sufficient to understand and evaluate proposals, plans and management of facilities.

Safety programs and issues sufficient to recognize unsafe practices, coach for improved safety performance and develop and monitor workplace policies and procedures.

Skill in:

Leadership sufficient to understand, develop, engage, motivate, direct, collaborate with and lead others.

Human relations sufficient to resolve complaints and maintain good working relationships with special interest groups, the public and peers.

Negotiation, conflict resolution and consensus building with diverse groups sufficient to solve difficult and sensitive problems

Project management including workgroup or team leadership and work planning sufficient to advance division or department proposals.

Oral and written communication sufficient to clearly and persuasively communicate complex information to a wide variety of internal and external customers.

Conducting and facilitating meetings and making presentations sufficient to promote and market the division and its resources and foster the resolution of issues.

Ability to:

Adapt to ongoing organizational and program changes sufficient to work constructively under pressure and cope with ambiguity.

Work in a team environment sufficient to recognize and incorporate multi-disciplined interests into decisions and actions.

Lead strategic and program planning processes sufficient to meet division or department goals and objectives.

Identify, analyze and resolve complex and/or politically sensitive issues.

Develop, adapt and apply innovative techniques and technology to increase public understanding of natural and cultural resource management.

Recognize and act on new opportunities for projects and activities that advance the goals of the division or department.

Est.: 10/81 and 8/84  
Rev.: 4/10

T.C.: 07/94  
Former Title(s): NR Park Supervisor 5  
NR Supervisor 5-Parks