

NATURAL RESOURCES PROGRAM SUPERVISOR

KIND OF WORK

Supervisory natural resources program work.

NATURE AND PURPOSE

Under administrative direction, supervise and administer a statewide natural resources program. This includes planning, supervising, and providing technical expertise to the development and implementation of statewide programs; serve as the department liaison for aquatic and wildlife projects on a statewide, national, and international basis; performs related work as required.

The NR Program Supervisor differs from the NR Area Supervisors in that the scope of the program is statewide, and differs from the NR Program Supervisor Senior classification in that it is not responsible for research and is directly involved in both program implementation and policy issues. It differs from NR Specialist Senior classification in that it has both formal supervisory responsibilities and overall responsibility for a statewide program(s). It differs from the NR Program Consultants in the responsibility for supervising professional staff.

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.

Develop and set policy direction for statewide education, recruitment, and retention efforts so that division and agency goals, objectives, and policies are met, as well as state and national education standards are addressed.

Market natural resource education, recruitment, and retention efforts to attract the involvement of new organizations, agencies, and individuals become involved, to ensure that their accomplishments are recognized, as well as the division and agency image is enhanced.

Manages budget and other fiscal mechanisms to effectively meet program needs by preparing, justifying, requesting, administering, monitoring and evaluating budgets, preparing spending plans, and completion of required reports.

Directs/plans program operations and implement special assignments to ensure clear, organized direction for staff by preparing season plans, coordinating work plans with other units, and prioritizing work.

Develop and demonstrate expertise on the current advances in fisheries, wildlife, education, recruitment and retention sciences sufficient to direct subordinates, and lead other staff, agencies, and units of government.

Perform related work as required.

KNOWLEDGES, 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.

Education or biology 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, budgets, and federal aid, sufficient to control the bid solicitation process, prepare budget requests, authorize expenditures, and prepare appropriate documentation.

Operations, problems, policies and procedures sufficient to direct work, set goals and evaluate effectiveness of the program(s).

Computer proficiency, including knowledge of databases, spreadsheets, statistical, and Geographic Information Systems programs sufficient to efficiently analyze and interpret 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.:

Rev.:

T.C.:

Former Title(s): NR Program Supervisor MnAqua