

POLLUTION CONTROL PROGRAM ADMINISTRATOR

KIND OF WORK

Managerial work in the pollution control agency.

NATURE AND PURPOSE

Under broad policy direction from a Pollution Control Division Director or higher level manager in the Pollution Control Agency or Office of Environmental Assistance, integrates management of major program functions. Programs may be of considerable scientific, technical, financial, operational or organizational complexity. Manages and directs work units of the section (Divisional subsystem) and integrates work of programs across the division and agency in concert with the entire management team. Translates agency vision and initiatives into programmatic directives; monitors program effectiveness within the vertical hierarchy of managerial oversight and across the agency as part of the agency leadership team. Translates desired agency outcomes into performance expectations of work units. Provides general direction and sets overall priorities and plans of section and units managed.

This class is distinguished from the Pollution Control Division Director by the smaller span of control (section v. division) and from supervisory classes by the overall managerial responsibility for acquisition of resources, priority setting, and overall direction of program(s) and the direct supervision of work units headed by professional supervisors.

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

Provides program direction to supervisors; coaches and mentors subordinates; translates desired outcomes into performance expectations.

Negotiates program priorities and plans; and provides general direction to subordinates; coordinates programs and operations across the agency with other managers.

Guides supervisors in weighing alternatives and thinking through implications of decisions.

Obtains and allocates financial and material resources; provides an organizational framework that supports Agency program mission.

Leads programs through internal and external coordination and by encouraging development of new programs to respond to emerging issues.

Works with Agency's partners to design programs that meet needs of both; builds relationships with customer groups; links Agency's resources with resources of partners to expand program effectiveness and efficiency.

Mentors supervisors in their roles of leader and supervisor; guides supervisors in handling performance problems and coaching staff; maintains consistency of performance management standards among supervisors; acknowledges good performance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of:

State and federal pollution control laws, regulations, and policies; other laws and state policy and rules directly related to programs managed.

The principles and practices of pollution control and environmental protection relative to the program(s) directed.

The principles and practices of disciplines critical to programmatic implementation.

The principles of public policy administration.

Ability to:

Direct the preparation and administration of budgets.

Interpret policy and regulations to staff and customers.

Effectively testify at public hearings.

Develop and review reports and make policy recommendations from them.

Organize and direct diverse and/or complex program(s).

Manage priorities through balance of long and short term goals and objectives and appropriate follow through on priorities.

Guide others through problem-solving and conflict resolution; give appropriate autonomy for decision-making.

Motivate staff, promote personal and professional development.

Consider the customer; build alliances with customers.

Ensure sufficient resources for success of units and section.

Share leadership with other team members; build consensus.

Demonstrate commitment to change; support creative solutions to workplace problems, support risk taking by staff.

Set clear expectations; link performance and rewards to outcomes and big picture goals; require accountability; deal with performance issues.

Share information; value people and listen; encourage open, honest, timely feedback; communicate big picture.

Collaborate in creation and articulation of the agency's vision; guide others to work in concert with the agency mission.

Foster a customer centered culture.

Reach effective solutions and resolution to challenges of developing shared goals in arenas of divergence.

Factor geographic diversity into program implementation.

Apply systems thinking perspectives and practices.

Evaluate, define and negotiate outcomes.

Est.: 6/76

Rev.: 5/98

Ckd.: 5/98

T.C.:

Former Title(s):