

ENVIRONMENTAL RESOURCES SPECIALIST SUPERVISOR**Nature of Work**

Supervises the work of subordinate Environmental Resources Specialist and support staff in planning, organizing, implementing and evaluating a state-wide program in the acquisition, preservation, management and enhancement of the state's environmental/natural resources. This is the first level of full supervision in the class series. Incumbents assign, review and approve work for subordinates, disciplines and recommend advancement of subordinates, conduct performance evaluations and respond to grievances at the beginning level. Accountability for programmatic effectiveness is given. Performs related duties as required.

Distinguishing Characteristics

Work at this level is characterized by the emphasis placed on supervision of subordinate Environmental Resources Specialists and support staff. Assigns, reviews and approves work for subordinates.

Examples of Work

Oversees in the preparation of environmental documents by information gathering, field reviews and public meetings. Provides expertise to co-workers and subordinates to ensure regulation compliance.

Prepares annual divisional budgets, conducts annual employee evaluations, conducts bimonthly staff meetings, makes project assignments and sets priorities.

Reviews employee monthly reports; approves sick, annual and compensation leave for employees; evaluates and recommends employees for promotions and pay increases.

Requests proposals from outside agencies for special studies not performed by department personnel and then reviews the proposals.

Reviews, negotiates and recommends cost estimates and proposals by outside agencies and consultants.

Knowledge, Skills and Abilities

Knowledge of environmental laws and regulations.

Knowledge of departmental laws and regulations.

Knowledge of the sequential order of environmental, design and construction processes.

Knowledge of budgeting, purchasing and contract proposals.

Skill in oral and written communications.

Ability to supervise employees by assigning and reviewing work.

Ability to make recommendations to experts within the department and to other agencies for ways of handling, constructing or mitigating environmentally sensitive or controversial project proposals.

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Environmental Resources Specialist Supervisor- cont'd.

Knowledge, Skills and Abilities cont'd.

Ability to make recommendations for all environmental documents processed.

Minimum Qualifications

TRAINING: Bachelor's degree from an accredited four-year college or university with a major in chemistry, physics, geography, geology, biology, economics, engineering, environmental studies, natural science, or archeology.

SUBSTITUTION: Full-time or equivalent part-time paid professional experience as described below.

EXPERIENCE: Five years of full-time or part-time paid professional experience in environmental resources, acquisition, preservation, protection and enhancement of environmental/natural resources, or in an agency specific area related to environmental impact.

SUBSTITUTION: Master's degree from an accredited four-year college or university with a major in chemistry, physics, geography, geology, biology, economics, engineering, environmental studies, natural science, or archeology may be substituted for the required experience on a year-for-year basis.

Established: 9/16/93

Effective: 10/19/04

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