

**ENVIRONMENTAL RESOURCES PROGRAM MANAGER 1****Nature of Work**

Under administrative direction performs professional work at the managerial level. Serves as the manager of a formally designated specialized environmental resources program or subsidiary environmental resources program under direction of an administrator, manager or agency head and as may be outlined by state code. Exercises delegated authority to staff organizational unit to pursue goals through orderly and efficient planning, directing and controlling of activities where objectives, operations, and statutory requirements are of a specific program of singular scope and require specialized knowledge of the methodology of the technical field. Work requires analysis and interpretation of scientific or technical theory and principles; professional practices; agency philosophy, operational policies and regulations; and knowledge of a specific field where situations may be atypical or precedent setting. Duties include direction and supervision of a small professional or technical staff. Has latitude to exercise independent judgment in execution of duties within jurisdiction. Work is reviewed primarily for results obtained; timeliness; compliance with laws, rules, regulations, procedures and policies. Performs related work as required.

**Distinguishing Characteristics**

Directs the operations of a small organizational unit identified as a statewide program. Work requires knowledge of specific scientific or technical theory and principles of an environmental specialty area. Operational policy and procedures are relatively stable and singular in theme. Exercises latitude in determining work procedures and priorities and advises and makes recommendations regarding program policies, rules, regulations and procedures. Includes supervision of a limited variety of technical or professional support staff. Is accountable to an administrator, manager or the agency head.

**Examples of Work**

Administers an integral part of an environmental program of the state consistent with state policy and accepted principles. Staffs organizational unit to effect orderly, efficient and economical operations.

Recommends and assists in preparation of legislation and administrative procedures as necessary to maintain conservation activities consistent with current needs and circumstances.

**ENVIRONMENTAL RESOURCES PROGRAM MANAGER 1 (CONT'D)****Examples of Work (cont'd)**

Delivers speeches; writes articles and disseminates other informational materials to explain conservation principles and acquaint public and private organizations with mission, policies, regulations; details impact on activities; and encourages cooperation and support.

Assists with preparation of budget and/or grant documents covering staff and equipment needs, and approves expenditures.

Attends meetings, seminars and symposiums to maintain knowledge of technical, scientific and professional advancements in the area of assignment.

Plans, organizes, implements, monitors and controls activities of professional, technical or scientific staff.

Coordinates plans and programs of the section with functions and services of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties, and seeks agreement to resolve problems and/or establish common goals.

Testifies at legislative, judicial, or public hearings on behalf of the agency or as a subject-matter expert.

Administers and enforces laws, rules and regulations regarding conservation, development, protection, enjoyment and use of natural resources of the state for maintenance of intrinsic, ecological or beneficial value.

Negotiates utilization of resources consistent with public interest. Modifies or recommends action to revoke or suspend operational licenses or permits and may seek injunction, or civil action against violators. May initiate writs and warrants, make arrests, and/or review, recommend or develop consent agreements.

Researches new procedures and directs scientific investigations to develop plans and recommendations for development, improvement, protection, preservation, regulation and use of natural resources based on predicted outcome. Prepares studies including descriptions of status, current practices, mitigation procedures, and progress reports regarding resource conservation, utilization and recovery. Recommends standards for resource depletion.

Develops and implements informational plans to advertise, promote and publicize state natural resources and conservation, preservation, use, and husbandry activities consistent with state plan.

**ENVIRONMENTAL RESOURCES PROGRAM MANAGER 1 (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of principles and practices of the environmental area of assignment sufficient to evaluate new techniques or practices covering a range of unusual or atypical applications.

Knowledge of relevant local, state and federal legislation; governmental relationships, organizational structure and protocols; and state legislative processes and judicial procedures as they relate to program.

Knowledge of principals and practices of management including planning, budgeting, staffing, training, controlling and reporting.

Knowledge of appropriate methods and techniques used in collection, organization and evaluation of technical data.

Knowledge of the principles and practices of personnel management, budget preparation, and public administration.

Ability to direct investigations, review technical and statistical data, recommend appropriate action based on results obtained.

Ability to review and submit comments and recommendations relevant to proposed new or modified legislation.

Ability to present and defend policies where dissention or opposing views may occur and agreement or compromise are desired.

Ability to plan, direct, control, and coordinate program and activities regarding environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and evaluate performance of staff.

Ability to follow oral and written instructions, exercise sound judgment, and work under limited supervision.

Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisor, co-workers and staff.

Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical concern.

Ability to evaluate operational activities and emerging technology to develop plans for implementing environmental objectives or recommending administrative or policy decisions.

Ability to exercise independent judgment, delegate authority and evaluate the results of work performed.

Ability to keep accurate records; write reports in a clear, concise form; and present factual material and ideas effectively.

**ENVIRONMENTAL RESOURCES PROGRAM MANAGER 1 (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to operate a motor vehicle in West Virginia.  
Skill in oral and written communications and public speaking.  
Skill in directing scientific investigations.

**Minimum Qualifications**

TRAINING Master's Degree from an accredited college or university with a major in a professional, technical or scientific field appropriate to the area of assignment.  
SUBSTITUTION Experience as described below may substitute for the training requirement on a year-for-year basis.  
EXPERIENCE Four years of full-time or equivalent part-time paid experience in the area of assignment, two years of which must have been in a supervisory, administrative or professional capacity.

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**ENVIRONMENTAL RESOURCES PROGRAM MANAGER 1 (CONT'D)**

AREAS OF ASSIGNMENT

Abandoned Mine Lands and Reclamation

Air Quality

Environmental Enforcement and Inspection

Environmental Protection

Explosives and Blasting

Forestry

Land and Natural Resources Management

Law Enforcement

Mining and Reclamation

Oil and Gas

Waste Management

Water Resources

Wildlife Management

Established: 9/16/93  
Revised: 7/30/01, 08/28/02  
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