

**ENVIRONMENTAL RESOURCES PROGRAM ADMINISTRATOR****Nature of Work**

Under administrative direction, performs professional work at the administrative level. Serves as the principal administrative officer of a large and integral part of a comprehensive organizational environmental resources program critical to the mission of the agency and as may be outlined by state code. Exercises delegated authority to organize and staff section to pursue general goals and orderly and efficient execution and administration of activities within a section where policy, objectives, operations and statutory requirements are diverse, dynamic, complex and require substantial technical or scientific expertise. Work requires in-depth analysis and interpretation of scientific or technical theory and principals; professional practices; agency philosophy, operational policies and regulations in a professional field and often involves situations that are without precedent or controversial. Has wide latitude to exercise independent judgment in execution of full range of activities within jurisdiction. Typically assignments are made as policy statements and work is reviewed by agency head, primarily for results obtained; timeliness; compliance with laws, rules, regulations, procedures and policies; and contribution toward mission of the agency. Performs related work as required.

**Distinguishing Characteristics**

Administers a diverse statewide environmental resources program at the primary organizational level through subordinate program managers which includes a large staff of professional, technical, and scientific employees. Work contains a variety of independent issues relating to an aspect of organizational concern and that act upon or influence the accomplishment of the overall agency objectives. Is directly accountable to the agency head and may be classified or classified exempt.

**Examples of Work**

Administers a major environmental program of the state consistent with federal and state laws and policy and accepted principles.

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

**ENVIRONMENTAL RESOURCES PROGRAM ADMINISTRATOR (CONT'D)****Examples of Work (Cont'd)**

- Chairs meetings; 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; encourages cooperation and support.
- Directs preparation of budget requests covering staff and equipment requirements, allocates funds to organizational units, and approves expenditures.
- May obtain and continue state primacy in administration of federally mandated environmental programs and maximize federal fund eligibility.
- Attends meetings, seminars and symposiums to maintain knowledge of technical, scientific and professional advancements in the area of assignment.
- Plans, organizes, implements, monitors, controls and evaluates activities of professional, technical and scientific staff through subordinate managers; work accomplishments; and methodology.
- Cooperates and coordinates plans and programs of the section with officials of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties and seeks agreement to resolve policy, compliance or jurisdictional issues and establish common goals.
- Testifies at legislative, judicial, or public hearings on agency position or as a subject-matter expert. Represents agency as state representative on multi-state boards, advisory groups, etc.
- Issues, executes, administers, and enforces state laws, rules and regulations regarding conservation, development, protection, enjoyment and use of natural resources of the state for maintenance or intrinsic, ecological or beneficial value.
- Enters private lands to investigate and monitor environmental status.
- 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 execute writs and warrants, make arrests, and/or enter into consent orders.
- Researches new procedures and directs scientific investigations to formulate comprehensive plans and recommendations for development, improvement, protection,

**ENVIRONMENTAL RESOURCES PROGRAM ADMINISTRATOR (CONT'D)****Examples of Work (Cont'd)**

- preservation, regulation and use of natural resources based on predicted outcome.
- Publishes studies including descriptions of status, current practices, mitigation procedures, progress reports and incentives regarding resource conservation, utilization and recovery. Establishes standards for resource depletion.
- Develops and implements a strategy to carry out informational programs to advertise, promote and publicize state natural resources and conservation, preservation, use, and husbandry activities consistent with state plan.

**Knowledge, Skills and Abilities**

- Knowledge of principles and practices of environmental management sufficient to evaluate new techniques or practices covering a range of unusual, atypical, or new applications.
- Knowledge of local, state, and federal legislation; governmental relationships, organizational structure and protocols; and relevant federal and state legislative processes and judicial procedures as they relate to program.
- Knowledge of principals and practices of management including organization, planning, budgeting, staffing, training, controlling, and reporting.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Knowledge of acceptable methods and techniques used in collection, organization and evaluation of technical data.
- Skill in oral and written communications and public speaking.
- Skill in evaluating scientific investigations.
- Ability to order investigations, review technical and statistical reports, draw valid conclusions, and develop and execute appropriate action based on results obtained.
- Ability to present and defend policies where dissention or opposing views are typical and agreement or compromise are necessary.
- Ability to plan, organize, direct, control, evaluate, and coordinate a variety of programs, investigations, and administrative activities controlling environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and review performance of staff.
- Ability to follow oral and written instructions, exercise sound judgment, and work without supervision.

**ENVIRONMENTAL RESOURCES PROGRAM ADMINISTRATOR (CONT'D)****Examples of Work (Cont'd)**

- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisors, co-workers and staff.
- Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical field.
- Ability to evaluate and/or propose legislation, operational activities and emerging technology to conceive strategic plans for actualizing environmental objectives or making 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.
- Ability to operate a motor vehicle in West Virginia.

**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 graduate degree requirement on a year-for-year basis.
- EXPERIENCE Seven years of full-time or equivalent part-time paid experience in the area of assignment, five years of which must have been in a supervisory or administrative capacity.

\* For promotional purposes, additional qualifying experience may be substituted for the undergraduate training (EXCEPT in the areas of Abandoned Mined Lands and Reclamation and Forestry), on the basis that two years of experience is equal to 30 semester hours of college.

8506

**ENVIRONMENTAL RESOURCES PROGRAM ADMINISTRATOR (CONT'D)**

AREAS OF ASSIGNMENT

Abandoned Mine Lands

Air Quality

Environmental Enforcement and Inspection

Environmental Protection

Forestry

Land and Natural Resources Management

Law Enforcement

Mining and Reclamation

Oil and Gas

Waste Management

Water Resources

Wildlife Management

Established: 9/16/93  
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