

ENVIRONMENTAL RESOURCES PROGRAM MANAGER 3**NATURE OF WORK**

Under administrative direction, performs complex managerial work, as the administrative officer of a state-wide specialized environmental resources program under direction of the agency head or in complete charge of a secondary program as may be outlined by state code or as may be necessitated due to the size and complexity of the program. Exercises delegated authority to staff organizational unit to pursue goals through orderly and efficient planning, organizing, directing, and controlling of activities where objectives, operations, and statutory requirements are analogous, of defined scope, and requires specialized knowledge of specific environmental resources programs or fields; or serves as the principal assistant to an administrator with extensive technical, program-specific expertise. The position may also involve management of functions or activities which are not analogous or of defined scope, but which require a variety of skills and knowledge in different facets of an environmental resources program or management functions. Work requires analysis and interpretation of scientific or technical theory and principles; professional practices; agency philosophy, operational policies and regulations; and knowledge of one or more fields where situations may be atypical, precedent setting, or controversial. Duties typically include direction and supervision of administrative and managerial activities through subordinate leaders, including a sizable professional, technical, and clerical staff. Supervised staff may include other senior managers, such as Environmental Resources Program Manager 2 and 1's. 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 assigned.

Distinguishing Characteristics

Directs the operations on a larger scale as dictated by the complexity of a statewide environmental resources program with multiple broadly-related components. Work requires knowledge of scientific theory and principles of an environmental field. Operational policy and procedures may be mutable. Exercises latitude in organizing and administering program elements and advises and makes program recommendations to supervisor regarding policies, rules, regulations and procedures. May include supervision of technical and/or professional and support staff organized into multiple organizational units of related specialty areas. Is directly accountable to the agency head or administrator of a major and primary organizational unit.

ENVIRONMENTAL RESOURCES PROGRAM MANAGER 3 (CONT'D)**Examples of Work**

- Management of functions or activities which are not analogous or of defined scope.
- Chairs meeting, delivers speeches which require a variety of skills and knowledge in different facets of an environmental resources, programs, or management functions.
- Administers an integral part of a major 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 fluctuating circumstance; 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.
- Oversees the preparation budget and/or grant request documents covering staff and equipment requirements, allocates funds within organizational unit, 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 in units through subordinate leaders.
- 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.
- Revokes, suspends or modifies operational licenses or permits and may seek injunction, or civil action against violators.

ENVIRONMENTAL RESOURCES PROGRAM MANAGER 3 (CONT'D)**Examples of Work (Cont'd)**

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.

Knowledge, Skills and Abilities

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

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

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 dissension or opposing views may occur and agreement or compromise are desired.

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

ENVIRONMENTAL RESOURCES PROGRAM MANAGER 3 (CONT'D)**Knowledge, Skills and Abilities (Cont'd)**

- 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.
- Ability to operate a motor vehicle in West Virginia.
- Ability to communicate effectively, orally and in writing.

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:** Six years of full-time or equivalent part-time paid experience in the area of assignment, four years of which must have been in a supervisory, administrative or professional capacity.

8527

ENVIRONMENTAL RESOURCES PROGRAM MANAGER 3 (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

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