

**ASSISTANT CABINET SECRETARY,
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Nature of Work: Under administrative direction, performs complex administrative work in assisting the Cabinet Secretary of the Department of Environmental Protection in planning, organizing, and directing the programs, functions and activities of the agency, including water resources, waste management and air quality control. Performs substantial analysis and interpretation of theory and principles, professional practices, agency philosophy and policy and regulations. Performs related work as required.

Examples of Work

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

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; and encourages cooperation and support.

Coordinates plans and programs among sections 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.

Testifies at legislative, judicial, or public hearings on agency position or as a subject matter expert.

Administers, and defends 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.

Negotiates utilization of resources consistent with public interest. May assist in activities associated with negotiation and/or legal recourse.

Researches new procedures and directs investigations to formulate comprehensive plans and recommendations for development, improvement, protection, preservation, regulation and use of natural resources based on predicted outcome.

Conducts technical research and study and recommends changes to methods of operation, regulation and management.

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Knowledge, Skills and Abilities

- Knowledge of principles and practices of environmental management sufficient to evaluate new techniques or practices.
- 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 environmental programs.
- Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling, budgeting, and reporting.
- Knowledge of acceptable methods and techniques used in collection, organization and evaluation of technical data.
- Ability to direct investigations, review reports, recommend and take appropriate action based on results obtained.
- Ability to initiate, implement, and evaluate legislation.
- Ability to plan, organize, direct and coordinate a variety of programs and administrative activities controlling environmental development, enjoyment and hygienic preservation of nonrenewable natural resources.
- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, and the regulated community.
- Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical field; draw valid conclusions; and develop and execute an effective course of action.
- Skill in oral and written communications.

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:** Graduation from an accredited college or university with a major in a professional, technical or scientific field, plus two years of full-time or equivalent part-time paid experience in the environmental protection field.

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Minimum Qualifications (cont'd)

Experience: Six years of full-time or equivalent part-time paid experience in the environmental protection field, two years of which must have been in a supervisory or administrative capacity.

Established: 9/16/93
Title Changed: 9/8/03
Effective: 9/8/03