

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

Under administrative direction, performs professional and expert tasks at the managerial level. Serves as the administrative manager of a statewide natural resources specialized program or sub-program under direction of a Natural Resources Program Manager 2 or an Environmental Program Administrator. Exercises independent judgment in execution of duties within jurisdiction. 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. Functions as the agency representative to local, state and federal agencies and non-governmental organizations by acting on agency's behalf on grant, resource mitigation and resource conservation and management cooperative activities. Directs and may supervise professional or technical staff. Work is reviewed primarily for results obtained, timeliness and compliance with laws, rules, regulations, procedures and policies. Prepares, reviews and may approve scientific and technical reports and recommendations on administrative and wildlife management issues. Serves on the boards of regional or national professional organizations as well as provides expert testimony at legislative, judicial or public hearings on administrative and wildlife related issues. Interacts with the public to provide agency position and goals on wildlife resources section projects and programs. Performs related work as required.

**Distinguishing Characteristics**

These positions are distinguished from the Natural Resources Program Manager 2 as these positions direct the operations of an organizational unit identified as a statewide natural resources specialized program or sub-program. Work requires knowledge of managerial, professional and scientific theory and principles of an environmental specialty area. Operational policy and procedures are administered at agency-level and may be in concurrence with other state and federal compliance requirements. Exercises latitude in determining work procedures and priorities. Advises and makes recommendations regarding program policies, rules, regulations and procedures. May supervise a limited variety of technical or professional support staff. Functions as the agency representative to local, state and federal agencies and non-governmental organizations by acting on agency's behalf on grant, resource mitigation and resource conservation and management cooperative activities. Reports directly to a Natural Resources Program Manager 2 or an Environmental Program Administrator.

**Examples of Work**

Administers a statewide natural resources specialized program or sub-program consistent with state policy and accepted principles.

Prepares budgets and/or grant documents and approves expenditures.

Approves grant documents and performance reports prior to submittal to funding agencies.

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

Disseminates informational materials to explain natural conservation principles and acquaint public and private organizations with agency's mission and policies by detailing potential impact on natural resources and encouraging cooperation and support.

**NATURAL RESOURCES PROGRAM MANAGER 1 (cont'd)****Examples of Work (cont'd)**

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.

Provides expert testimony at legislative, judicial or public hearings on behalf of the agency.

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.

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

May supervise staff of an organizational unit to effect orderly and efficient operations.

**Knowledge, Skills and Abilities**

Knowledge of principles and practices of the natural resources 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 legislations; governmental relationships, organizational structure and protocols and state legislative processes and judicial procedures as they relate to program.

Knowledge of principles 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.

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

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

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

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 objectives or recommending administrative or policy decisions.

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

Ability to implement principles and practices of management including planning, budgeting and staffing, training and record keeping.

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

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

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

9946

**NATURAL RESOURCES PROGRAM MANAGER 1 (cont'd)**

**Minimum Qualifications**

**Training:** Master of Science degree from an accredited college or university with a major in wildlife or fisheries biology, fish culture, conservation biology, natural resources, aquatic biology, botany, biological sciences or environmental sciences. Preference will be given to educational and field experience as related to specific job postings.

**AND**

Four years of full-time or equivalent part-time paid experience in wildlife, fishery management or related fields, two years of which must have been in a supervisory, administrative or professional capacity.

**Promotional Only**

**Training:** Bachelor of Science degree from an accredited college or university with a major in wildlife or fisheries biology, fish culture, conservation biology, natural resources, aquatic biology, botany, biological sciences or environmental sciences. Preference will be given to educational and field experience as related to specific job postings.

**Experience:** Ten years of full-time or equivalent part-time paid experience in wildlife, fishery management or related fields, five years of which must have been in a supervisory, administrative or professional capacity.

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