

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AGRICULTURAL LAND AND WATER RESOURCES SUPERVISOR

POSITION CODE: 00811

Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, provides leadership, direction, and technical assistance to department staff, elected public officials, governmental agencies, soil and water conservation districts (SWCD's), and the public on land and water resource issues; provides guidance, supervision and training to staff, assigning work and reviewing projects; assists in developing and implements programs to protect and conserve the state's land and water resources; assists in developing and implements long-range management and strategy plans for the protection and conservation of land and water resources; assists in the administration of land and water resources laws and policies, including the Soil and Water Conservation Districts Act, the Agriculture Areas Conservation and Protection Act, the Farmland Preservation Act, the Surface Coal Mining Land Conservation and Reclamation Act, and other related Acts; reviews and analyzes the potential impact various state agency policies, programs and activities may have on land and water resources; develops and implements programs which will reduce soil erosion, improve water quality and conserve or restore land and water resources; may testify on department policies and positions; acts as agency liaison with public or private organizations, law enforcement, state or federal agencies on department policies and land and water resource initiatives; assists management with policy and program development practices concerning areas of land and water resource conservation, protection and preservation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises staff, assigns work, approves time off, provides guidance and training; effectively recommends and imposes disciplinary action; adjusts grievances; completes, discusses and signs performance evaluations; establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs to achieve program objectives.
2. Implements the goals and objectives of the Soil and Water Conservation Districts Act, the Agriculture Areas Conservation and Protection Act, the Farmland Preservation Act, the Surface Coal Mining Land Conservation and Reclamation Act, and other related Acts; assists subordinate staff in providing technical assistance and support to SWCD's; educates, consults and advises public officials, other agencies, staff, program participants, and the general public on issues of compliance with state rules and regulations; travels as needed to accomplish goals and objectives.

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3. Assists in planning and coordinating the development of the state's land and water protection programs and conservation programs and directs the research of personnel in these areas; reviews and analyzes project assessment data and research submitted by subordinates with regard to SWCD's, federal, state and local agencies, or other grant or special funding recipients; verifies the reliability of research data and prepares analyses and proposals for management.
4. Directs the administration and distribution of grants and special funding to SWCD's for federal, state and local projects; assists in the development and evaluation of criteria used to determine grant or special funding eligibility.
5. Acts as agency liaison on land and water resource conservation and restoration issues; provides facility or site tours; provides project reviews or program reviews for management; drafts agency position papers or prepares presentations on land and water protection and conservation issues for management; testifies in hearings and in courts of law on land and water issues related to the departmental responsibilities; serves as a representative of the Department of Agriculture on various committees and promotes the department's perspective when attending meetings, conferences, training seminars, etc.
6. Reviews and evaluates policies, programs, laws and regulations governing the development and management of land and water resources; recommends to management and assists in developing legislative proposals and administrative controls for guiding resource development, water quality improvement, mined land reclamation, and the general overall protection and conservation of land and water resources.
7. Assists management in budget planning, preparation and monitoring for resource conservation and/or restoration programs.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in agriculture, natural resources management, conservation, rural sociology, agricultural economics, land use planning, geography and public/business administration.

Requires five years of progressively responsible professional experience in land and water conservation program development, conducting research in land and water resource issues or in mined land reclamation.

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Knowledge, Skills and Abilities

Requires thorough knowledge of the organizational structure and functions of SWCD's and state, federal and local agencies responsible for administering land and water conservation and protection laws and programs as well as mined land reclamation programs.

Requires thorough knowledge of state and federal land and water resource conservation laws, state and federal mined land reclamation laws, rules and programs.

Requires thorough knowledge of the methods, procedures and techniques utilized in determining the impact of various project proposals on the state's resources.

Requires thorough knowledge of the effects of water pollution caused by siltation.

Requires extensive knowledge of watershed management issues as they relate to agriculture, conservation and land and water resource conservation.

Requires extensive knowledge of the mining industry as it relates to the reclamation of agricultural soils.

Requires ability to independently plan and develop projects by gathering and drawing logical conclusions from a variety of agricultural data and other related information.

Requires ability to communicate effectively, both orally and in writing.

Requires ability to prepare recommendations regarding agricultural policy.

Requires ability to establish and maintain satisfactory working relationships with fellow workers.

Requires ability to analyze and evaluate agency policy and programs concerning land and water resources and mined land reclamation.

Requires ability to conduct primary and secondary research to validate submitted data.

Requires ability to give technical advice to parties interested in mined land reclamation as well as land and water conservation and watershed development programs.

Requires ability to investigate and assess reclamation and land and water resource problems.

May require possession of an appropriate valid driver's license.