

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

NATURAL RESOURCES MANAGER I

POSITION CODE: 28836  
Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under general direction, functions as a highly technical staff specialist managing and controlling a major statewide resource program without professional staff, and providing functional direction to regional administrators relative to the statewide program; or, supervises a small professional or support staff in a statewide program component; determines operating costs for the program; makes budget recommendations to meet programmatic needs; monitors grant monies, and allocates resources to benefit the program; reviews and recommends legislation affecting resources; participates in the planning, coordinating and implementing of inter and intra-agency cooperative programs; prepares and maintains progress reports, technical records and papers; acts as a liaison/serves as a representative to various local, state and federal agencies, conservation organizations, and the general public.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a highly technical staff specialist to a section administrator, plans, develops, coordinates and evaluates a major statewide natural resource program, e.g., Avian Program, Reforestation or Prairie Ecology; makes recommendations for implementation of new programs and management guidelines; provides functional direction to regional administrators relative to program needs and objectives; provides direction to professional, technical and support staff, serving in an advisory capacity relative to program operations.
2. Provides staff assistance to the division manager in development of the program budget, planning and development of new program initiatives, review of legislative proposals, providing liaison services between programs and regional programs, and representing the division administrator at meetings and other administrative matters requiring the management coordination and interpretation of natural resources management programs.
3. Performs staff review of all regional wildlife work programs; assists the section administrator in the development and evaluation of new or improved statewide wildlife management procedures; coordinates wildlife training sessions for district managers; may serve as a line supervisor over regional operations in a regional administrator's absence.
4. Supervises a small non-professional staff in conjunction with the statewide Ecoteam Program habitat development services.
5. Administers and controls program expenditures; assists supervisor in the preparation and prioritization of annual plans of work, and the annual operating and capital budgets; has discretionary spending authority of the appropriated funds within the operating regulations of the section; determines the most effective means for utilizing grant monies.
6. Provides technical expertise in the amending/development of natural resource Statutes and department regulations to achieve better statewide management

## NATURAL RESOURCES MANAGER I (Continued)

- practices; reviews and recommends changes in administrative orders for regulating the use or protection of the state's resources for approval by the supervisor,
7. Prepares costs, federal aid, operational and activity reports; collects, compiles, analyzes and evaluates data; designs and prepares pamphlets applicable to the natural resource area of expertise; researches, prepares/presents technical papers and reports.
  8. Acts as a liaison to various state, federal and local agencies; coordinates intra and inter-agency cooperative programs; represents the department at assigned meetings; serves on various natural resource boards, councils and committees; prepares and disseminates information regarding agency programs, rules and regulations to the general public, interested individuals and organizations.
  9. 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 a bachelor's degree in fish, wildlife, forestry or natural heritage resource management or in a related biological science.

Requires five years progressively responsible professional experience in fish, wildlife, forestry or natural heritage resource management.

### Knowledges, Skills and Abilities

Requires extensive knowledge of state and federal laws, rules and regulations pertaining to fish, wildlife, forestry or natural heritage resource conservation.

Requires extensive knowledge of managerial procedures and techniques, program budgeting, personnel, statistics and procurements.

Requires extensive knowledge of natural resource management theory, principles and practices.

Requires extensive knowledge of division objectives, policies, programs and services.

Requires ability to plan, execute, control and evaluate a major statewide resource program or facility operation.

Requires ability to secure and analyze information, and to exercise sound judgment in the analysis and evaluation of technical data, reports/papers.

Requires ability to provide technical direction/supervision to lower-level natural resource professional supportive staff, and others employing the services of the department.

Requires ability to comprehend and solve on-site problems.

Requires ability to project budgetary and/or staffing needs.

Requires ability to work with other natural resource disciplines, and develop inter-disciplinary approaches to problems.

Requires ability to prepare/present technical data, statistics and detailed natural resource management reports.

Requires ability to establish and maintain satisfactory working relationships with representatives from federal, state and local governments, conservation organizations, and the general public.