

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

NATURAL RESOURCES MANAGER II

POSITION CODE: 28837

Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, manages a region for one of the major agency natural resources divisions, supervising professional specialists in several assigned districts providing area management of natural resources; or, plans and manages a major statewide resource program through subordinate professional natural resource specialists and other highly technical and advanced staff specialists, consisting of one or more program components, e.g., Wildlife Diversity, Rivers & Streams, and provides major assistance in the formulation of policies and management guidelines; recommends changes in existing laws and reviews legislation and administrative orders, as developed by subordinate staff, to achieve better statewide resource management practices; confers with section and division administrators in the planning, coordinating and implementing of inter and intra-agency cooperative programs; researches, compiles, prepares/presents technical papers and comprehensive management reports; conducts ongoing liaison activities with other state, federal and local agencies, conservation organizations, and the general public.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises professional staff, and plans, manages a specific major statewide resource program, e.g., Wildlife Diversity, Rivers & Streams, which may include subordinate managers; organizes goals and objectives relative to the program; performs inspections, reviewing procedures used to conduct field operations, and making recommendations for implementation of new management, preservation and recovery programs.
2. Supervises, coordinates, implements and evaluates division resource management programs for an assigned regional area of the State generally consisting of four or more districts; organizes the goals and objectives for the regional programs; periodically inspects regional field operations, implementing needed programmatic, professional and technical changes.
4. Administers and controls program or facility expenditures; assists supervisor in the preparation of the annual operating and capital budgets, and has discretionary spending authority within the operating regulations of the section; determines the most effective means for utilizing grant monies.
5. Provides technical expertise in the amending/development of natural resource statutes and department regulations to achieve better statewide management practices; designs, develops and reviews new natural resource programs ensuring compliance with state, federal and obligatory laws and regulations; reviews and evaluates present management practices and techniques in light of new nationwide practices, and recommends program revisions.
6. Prepares/presents technical papers and lectures; coordinates the collection and analysis of resource data; prepares budget, fiscal and programmatic reports applicable to the activities and operations of the program, facility or region.

NATURAL RESOURCES MANAGER II (Continued)

7. Directs and integrates inter-agency cooperative agreements for work tasks on an inter and intra-agency basis; participates in inter and intra-agency planning and policy-making task groups; represents the department at assigned meetings; serves on various natural resource boards, councils and committees; maintains ongoing liaison activities with other state, federal and local agencies, conservation organizations, and the general public.
8. May assume management responsibilities for the section in the occasional absences of the section administrator.
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 six years progressively responsible professional experience in fish, wildlife, forestry or natural heritage resource management.

Knowledges, Skills and Abilities

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

Requires thorough knowledge of the operations of the geographical region, or major statewide program.

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

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

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

Requires ability to direct, supervise and evaluate staff and operations within an assigned geographical region, or a major statewide resource program.

Requires ability to provide technical assistance and act in an advisory capacity to subordinate staff, conservation organizations and the general public.

Requires ability to prepare/present comprehensive natural resource management reports.

Requires ability to correlate significant facts and relate such information to problems under study.

Requires ability to integrate various phases of regional, program or propagation facility operations within the area of responsibility.

Requires ability to project budgetary and staffing needs.

Requires ability to comprehend and solve on-site problems.

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

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

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