

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

NATURAL RESOURCES MANAGER III

POSITION CODE: 28838
EFFECTIVE: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval of the division administrator, performs highly responsible managerial and administrative functions as the administrator of all major programs in the agency division over subordinate program managers; or, functions as the field management section administrator of all region managers within the agency division; or, serves as the administrator of the day-to-day operations of the Nature Preserves Commission; plans, administers, controls and evaluates all statewide professional and technical programs and personnel involved in the management of the section's programs on all public and private lands and waters of the State; or, supervises the fish hatchery facilities statewide administers and controls program expenditures, monitoring grant monies and allocating resources to benefit the program; identifies research needs; supervises preparation and administration of section budget, and establishes needs and priorities; develops and implements procedures applicable to section operations, and participates in the development and implementation of policies; recommends changes in existing statutes and develops new legislation and administrative orders to achieve better statewide natural resource management practices; reviews section activities to ensure compliance with State and Federal statutory and obligatory laws and regulations; establishes and conducts on-going liaison activities with other State, Federal and local agencies, conservation organizations, and the general public.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Administers, directs and coordinates the statewide fish, wildlife resources, forestry and/or natural heritage programs and activities within a major division; establishes goals and objectives of the statewide programs for the efficacious utilization of public funds and personnel of the section; consults with the division administrator in the establishment, implementation and direction of operational policies and procedures for the section; reviews, analyzes and determines feasibility, necessity and revisions to proposed and existing section programs.
2. Manages and administers all statewide fish hatchery facilities through subordinate managers, as administrative head of the Division of Fisheries Field Support Section.
3. Administers the day-to-day operations of the statewide nature preserves program of the Nature Preserves Commission, serving as the Commission's executive director; assists with the development of Commission policy, procedures and regulations; supervises a professional program staff through subordinate supervisors; oversees the preparation and management of grants, the Commission's annual work plan and budgeting processes.
4. Plans, controls and directs the development of the annual budget and the establishment of priorities; evaluates the annual expenditure of appropriated funds and grant monies.
5. Directs the development of, coordinates and evaluates annual plans of work for the section; receives and delegates ad hoc assignments; identifies research needs; ensures resource programs, e.g., design and objectives, are in compliance with State and Federal statutory and obligatory laws and regulations.

NATURAL RESOURCES MANAGER III (Continued)

6. Evaluates existing legislation, State and Federal policies, procedures, and regulations in cooperation with higher management and develops recommended changes in order to achieve better statewide resource management practices; explains and interprets programs and policies to the media, other agencies, conservation organizations and the general public; reviews legislation and develops counter-legislation.
7. Represents the agency at meetings; develops, directs and integrates inter-agency cooperative agreements for work tasks on an inter and intra-state basis, and with agencies of the Federal government; coordinates section activities with various agencies and other administrative sections within the Department in establishing and administering joint natural resource management programs and cooperative research projects; prepares technical papers and comprehensive management reports.
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 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, including two years professional supervisory experience such as would be acquired as a statewide natural resource program manager or regional resource manager.

Knowledges, Skills and Abilities

Requires thorough knowledge of State and Federal laws, rules and regulations pertaining to fish, wildlife, and forestry/natural heritage resource management.

Requires thorough knowledge of the administrative aspects of the position including such areas as budgeting, procurement, personnel practices, and person-to-person relationships of a supervisory and coordinative nature.

Requires thorough knowledge of fish, wildlife, forestry or natural heritage management or research principles effecting section operations.

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

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

Requires ability to administer and direct various statewide programs associated with the management of a section.

Requires ability to coordinate section operations with other sections and agencies.

Requires ability to project budgetary and staffing needs.

Requires ability to provide administrative direction and supervision to staff and others employing the services of the Department.

Requires ability to secure and analyze information, exercise sound judgment in the evaluation of technical data and reports, and prepare/present comprehensive natural resource management reports.

Requires ability to establish and maintain satisfactory working relationships with representatives from Federal, State and local governments, and the general public.