

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

NATURAL RESOURCES SITE MANAGER I

POSITION CODE: 28841

Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as a full line assistant manager of a fish hatchery or tree nursery exercising direct line supervisory responsibility over subordinate staff, assigns and reviews work, reassigns staff to meet day-to-day operating needs, adjusts first level grievances, effectively recommends and imposes discipline, prepares and signs performance evaluations; analyzes and reviews fish propagation; assists the supervisor in the preparation and prioritization of the facility budget, outlining program, staff and equipment needs; has discretionary spending authority within prescribed guidelines; prepares operational and technical reports as required.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As assistant manager at the Jake Wolf Fish Hatchery, supervises and instructs staff involved in the annual propagation, distribution and stocking of warm and cold-water fish throughout the State in public and private waters; prepares detailed scientific or technical reports to assess the effectiveness of new or existing hatchery propagation and disease control programs used at the facility.
2. As assistant manager at the Mason State Tree Nursery, supervises subordinate technical staff in all phases of nursery cultural practices such as: seed procurement, treatment and storage; orchard and production management; seedbed fumigation, seeding and weed control.
3. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
4. Confers with the supervisor in the development, coordination and execution of inter-agency cooperative agreements, program requirements, and work tasks on an intra and inter-state basis to ensure that the annual propagation and distribution of fish at the facility for public and private water in the State is achieved in a sound biological and efficacious manner.
5. Prepares all necessary administrative forms and record keeping essential to the operation of the facility.

## NATURAL RESOURCES SITE MANAGER I (continued)

6. Assists the supervisor in the preparation of the facility's annual operating budget; recommends minor and major capital improvements to the facility.
7. Consults with supervisor in conducting and evaluating studies of existing propagation programs; reviews, develops and implements new propagation techniques.
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, or forestry resource management or in a related biological science.

Requires three years' progressively responsible professional experience in fish or forestry resource management.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of modern fish, or forestry management techniques.

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

Requires extensive knowledge of modern fish or forestry management techniques.

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

Requires working knowledge of budgetary planning and staffing needs.

Requires skill and ability in the operation and maintenance of specialized propagation equipment/instruments.

Requires ability to manage an assigned propagation facility.

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

Requires ability to comprehend and solve on-site problems.

Requires ability to supervise supportive staff and others employing the services of the department.

Requires ability to project budgetary needs.

Requires ability to work under adverse environmental conditions.

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

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