

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

NATURAL RESOURCES SITE MANAGER II

POSITION CODE: 28842

Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises and directs all programs and staff at a propagation facility; determines operating costs for the facility; makes budget recommendations to meet programmatic needs; monitors grant monies, and allocates resources to benefit the facility, serves as full line supervisor, assigns and review work, counsels staff regarding work performance, reassigns staff to meet daily operating needs, establishes annual goals and objectives, approves time off, adjusts first level grievances, effectively recommends and imposes discipline, prepares and signs performance evaluations, determines and recommends staffing needs; 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 liaison/serves as a representative to various local, state and federal agencies, conservation organizations, and the general public.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, formulates, recommends and implements policies and procedures for the effective operation of the Jake Wolf Fish Hatchery; organizes the goals and objectives of the Hatchery's propagation program; supervises, instructs, and evaluates professional and technical personnel; confers with the Hatcheries Section Head in the establishment and implementation of policies, procedures, and training programs to be used within the Hatchery. Reviews and recommends new administrative and fiscal techniques to improve the overall operation of the Hatchery.
2. Supervises and coordinates personnel at the Union State Tree Nursery; initiates, controls and supervises the development of the annual operating budget for the nursery, and recommends priorities for funding; organizes, plans, executes, controls and evaluates all nursery based professional, technical and maintenance personnel involved in the annual propagation and distribution of tree and shrub seedlings throughout the State for public and private land plantings.
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.

NATURAL RESOURCES SITE MANAGER II (Continued)

4. Administers and controls facility or program expenditures; assists supervisors 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 propagation facility; determines the most effective means for utilizing grant monies.
5. Prepares costs, federal aid, operational and activity reports; collects, compiles, analyzes and evaluates data; designs and prepares conservation pamphlets applicable to the conservation resource area of expertise; researches, prepares/presents technical papers and reports.
6. Acts as liaison to various state, federal and local agencies; coordinates intra and inter-agency cooperative programs; represents the department at assigned meetings; serves on various conservation boards, councils and committees; prepares and disseminates information regarding agency programs, rules and regulations to the general public, interested individuals and organizations.
7. 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 four years' progressively responsible professional experience in fish or forestry resource management.

Knowledges, Skills and Abilities

Requires extensive knowledge of state and federal laws, rules and regulations pertaining to fish or forestry 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 modern fish or forestry management techniques.

Requires extensive knowledge of budgetary planning and staffing needs.

Requires ability to project budgetary needs.

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

Requires ability to work under adverse conditions.

Requires ability to comprehend and solve on-site problems.

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

Requires ability to plan, execute, control and evaluate a propagation facility operation.

NATURAL RESOURCES SITE MANAGER II (Continued)

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 supervise 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 conservation disciplines, and develop inter-disciplinary approaches to conservation problems.

Requires ability to prepare and present technical data, statistics and detailed conservation 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.

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