

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

RESOURCE PLANNER III

POSITION CODE: 38283

Effective: 6-16-80

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, functions as a project director for a comprehensive, complex resource planning project or for several resource planning projects; coordinates the development and implementation of outdoor recreation and resource planning programs; chairs and/or represents the department at inter-agency meetings or on task force committees.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and coordinates one comprehensive, complex resource planning project or several resource planning projects such as water, natural resource, energy, mining or transportation project review and analysis or development and implementation of portions of the Statewide Comprehensive Outdoor Recreation Plan (SCORP); prepares Requests for Proposals, evaluates submitted proposals and monitors resultant research contracts.
2. Coordinates department's involvement in various federal, state and local outdoor recreation and natural resource planning projects; analyzes feasibility and environmental impact of proposed projects; provides technical assistance to project personnel concerning natural resource and outdoor recreation research and planning.
3. Functionally supervises the development and implementation of outdoor recreation and resource plans; conducts, analyzes and interprets research and prepares research reports for publication; prepares portions of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for publication.
4. Chairs and represents the department at various inter-agency meetings and on task force committees to coordinate the planning, development and implementation of proposed projects with other agencies; participates in public information and participation programs.
5. Formulates position papers and/or impact assessments on the environmental and recreational impacts of various construction projects on state-owned and private properties, and comments on impact statements and feasibility studies prepared by federal, state and local agencies; reviews and evaluates legislation affecting the department's projects.

RESOURCE PLANNER III (Continued)

6. Maintains liaison with other department divisions and local, state and federal agencies; answers correspondence from various sources regarding agency plans, programs, and projects.
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 the completion of four years of college with coursework in recreation or resource planning or a related field.

Requires three years progressively responsible professional experience in natural resource or recreation planning or a related field.

Knowledges, Skills and Abilities

Requires thorough knowledge of resource or recreation planning theory, policies and practices.

Requires thorough knowledge of federal and state environmental protection and resource conservation statutes and regulations.

Requires thorough knowledge of methods, procedures and techniques utilized in determining the impact of various project proposals on the state's resources.

Requires thorough knowledge of research methods, procedures and techniques.

Requires extensive knowledge of methods and procedures used in the preparation and maintenance of complex reports.

Requires extensive knowledge of methods and procedures used in the review of resource and recreation related projects and studies.

Requires extensive knowledge of statistical reports, graphs and other reporting methods utilized in the presentation of resource development and management plans.

Requires extensive knowledge of new and/or revised legislation having an impact on assigned program areas.

Requires working knowledge of supervisory theory, policies and practices.

Requires ability to provide technical assistance to other agency personnel.

Requires ability to interpret and explain department policies and procedures to employees.

Requires ability to develop and maintain satisfactory working relationships.

Requires ability to evaluate proposed agency programs to determine their impact on the state's resources.

Requires ability to effectively communicate in oral and written form.