

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Program Manager GRADE: 32 DATE: 09/06/2023
SERIES: Natural Science CODE: 2348 EEO: Professional FLSA: Exempt

Class Definition:

Under general direction, manages a countywide natural resources management unit that administers two or more significant, diverse and complex natural resources programs, such as, but not limited to, (1) wildlife ecology; (2) forest/vegetation ecology; (3) aquatic ecology; (4) National Pollution Discharge Elimination System (NPDES). Develops and implements programs and practices and provides guidance effecting many aspects of departmental major natural resources functions and goals (e.g., parkland acquisition, planning, development, stewardship, management and public safety). Manages the review of large-scale projects by outside agencies that impact park natural resources (e.g., major roads, bridges, trails, stream restoration, stormwater management facilities, utility lines and other development projects). Reviews plans, provides expert comments to avoid and minimize park impacts, works with Local, State and Federal agencies to ensure regulatory compliance; presents projects, and represents the Department as the subject matter expert, to the Planning Board and other elected officials. Oversees the development of methodologies, approaches, or alternatives used to achieve program and activity objectives. Incumbents independently, or in consultation with their supervisor, decide specific work projects to perform, plan, coordinate and commit the resources needed to accomplish work objectives. Responsibilities involve broad and intensive efforts that have an impact on functional areas and processes, countywide. Incumbents solve problems of various scopes and complexities that require dividing work into components or using multi-disciplinary or cross-functional teams. Oversees the development of concepts, theories and programs in order to resolve persistent problems. Coordinates varied and unique activities and programs within area of responsibility. Performs related administrative and management work for the unit. Develops standards to guide both park staff as well as outside Agencies to best achieve sound natural resources stewardship objectives, and to meet compliance with Federal, State and local regulations. Some work is highly confidential or highly sensitive. The work (as supervisor) results in provision of important administrative support services for the program of assignment. Applies comprehensive knowledge of, and skill in, the principles, practices and techniques of natural resources planning and management including forest, wildlife and stream ecology, ecological restoration, business management, administration and accounting, Local, State and Federal environmental regulations, park and land use practices, project management, and park planning, design and construction techniques to ensure work products and services are effective. Performs various types of data, operational and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present, defend, convince or persuade and achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. Incumbent plans and manages all unit work within this framework and is held accountable for provision of effective products and services including timely advice to senior management and achievement of Division goals. Incumbent is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors.

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Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision Unit (40%)

- Manages all aspects of a natural resources management unit, comprised of two or more significant, diverse and complex countywide programs; develops, implements and monitors program goals and objectives. Sets standards for measuring performance; plans and organizes countywide programs and projects and coordinates activities with other Commission divisions, other agencies and individuals. Responsible for preparation and monitoring of Capital Improvement Program or strategic plan, as appropriate; recommends environmental related annual and long-range capital improvements.
- Performs a full range of supervisory human resource (HR) management functions, unit-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

2. Quality Assurance/Quality Control Related (±40%)

- Manages and coordinates operating budget; prepares annual budget request for unit. Controls expenditures in accordance with approved operating and capital budgets; develops requests for proposals (RFPs) and bid specifications. Approves bids and price quotes; initiates purchase requisitions, and initiates and approves check requests, purchase card transactions and payments; manages contracts.
- Manages the review of large-scale projects by outside agencies that propose major impacts to park natural resources; projects may include major roads, bridges, trails, stream restoration, stormwater management facilities, utility lines and other development projects. Reviews plans, provides expert comments to avoid and minimize park impacts, works with Local, State and Federal agencies to ensure regulatory compliance; presents projects to the Planning Board for Mandatory Referral.
- Ensures that work is coordinated with Park engineers, and other inter-departmental staff, in the preparation of ecological restoration plans including stream restoration, wetland creation, meadow management, vegetation plans, stormwater management. Confirms the review, compilation, prioritization and mapping of locations for potential restoration work within fields of expertise (i.e., forestry, wildlife, stormwater management, stream ecology).
- Oversees the reviews of plans and field inspections relating to non-park projects that have potential to impact parkland resources including road or other construction projects, Washington Suburban Sanitary Commission work, utility work, reforestation, stream and other restoration work, wetland mitigation, trails and other similar projects.

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- Meets with citizens, community groups, park advisory boards, Planning Board, County Council and other governmental agencies to identify needs, plan programs, guide policy and answer questions relative to the field of natural resources stewardship, conservation and resource management; reconciles differing needs or viewpoints.
- Oversees and directs research to inventory, monitors and assesses natural areas of parkland and impacts of development.
- Develops options, alternatives, recommendations and reports as an authority on regulations and legislative proposals for the Commission and Countywide natural resources programs and projects.

3. Other (±20%)

- Manages the maintenance of records, files, and inventory pertinent to functional areas of responsibility; reviews technical reports and correspondence. Initiates purchase requisitions and tracks expenditures for projects. Ensures the collection, analysis and maintenance of data for wildlife management and other programs.
- Serves on various departmental committees dealing with park acquisition, planning and development projects and development policy issues (e.g. Maryland Department of Natural Resources, Maryland Department of the Environment, Fish and Wildlife Service).
- Oversees the creation, development and maintenance of public education and outreach materials including website content, presentations to staff, communities, organizations and other agencies, media releases, social media content, signage, and print, radio and television interviews.
- Reviews technical literature; ensures meetings are held with vendors, and information is exchanged with other government agencies; attends conferences and workshops to identify new technology, programs and methods.
- Reviews recommendations and prepares specifications for work to be performed by contractors. Ensures proposals are evaluated and selections are recommended; confirms contractor's work is monitored and approves invoices for payment.

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Important Worker Characteristics:

A. Comprehensive knowledge of, and skill in (1) principles, practices and techniques of natural resources management; (2) forest, wildlife and stream ecology; (3) ecological restoration; (4) business management, administration and accounting; (5) local, state and federal environmental regulations (e.g., Environment Protection Agency, Animal and Plant Inspection Service, Fish and Wildlife, Maryland Department of Natural Resources); (6) park and land use practices; (7) project management; (8) park planning, design and construction techniques; and (9) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.

C. Considerable skill and ability to (1) research and analyze scientific data and information to develop recommendations and conclusions for plans, policies and reports; (2) develop goals and objectives for programs; (3) provide technical expertise and program leadership to outside agencies, community groups and government entities; (4) budget preparation and monitoring for unit.

D. Extensive skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples include applying principles to independently solve difficult problems and achieve goals.

E. Extensive skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other actions. This includes skill in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include developing and presenting information to large groups; instructing, advising, planning, and coordinating goals and objectives of the unit and Commission to staff, citizens, schools, other agencies, and community groups.

F. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships, working as a member or a leader of a team and mediating disputes.

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G. Skill in operation of (1) a computer and applicable software (such as MS Office); (2) software specific to project area (e.g., ArcGIS, ArcMap, Collector, EAM, ERP); (3) environmental sampling equipment; (4) passenger and all-terrain vehicles; and (5) cameras.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Natural Resources Management, Environmental Science, Forestry, Ecology, Wildlife Management, Fisheries Management or any related field.
2. Six (6) years of progressively responsible experience in park administration or natural resources management or related experience, including at least two years in a supervisory capacity.
3. An equivalent combination of education and experience may be substituted, which together total ten (10) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Pass Commission medical examination.

Working Conditions:

Works in the office and the field. Occasionally exposed to weather and outdoor hazards. Incumbents in this class must frequently: remain in a stationary position, move about inside and outside the office, communicate and exchange information with internal staff and the public, be able to view objects from a distance, and lift equipment and other items weighting up to 25 pounds. Subject to various job demands such as, but not limited to, high work volume, shift of work priorities and assignments, tight deadlines, and extended hours.