

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Manager
SERIES: Natural Science

GRADE: J CODE: 4445
DATE: June 25, 2002
FLSA: Exempt

Class Definition

Under general direction, manages a countywide natural resources management unit involving considerable responsibility, complexity and variety. Provides direction to staff in planning, developing, implementing, and evaluating diverse and comprehensive natural resources programs. Determines methodologies, approaches, or alternatives used to achieve program objectives. Employees in these positions independently, or in consultation with their supervisors, decide specific work projects to perform and proceed to plan, coordinate and commit the resources needed to accomplish work objectives. Coordinates varied and unique activities and programs within area of responsibility. Performs related administrative and management work for the unit. Performs other duties as assigned.

Examples of Important Duties:

1. Manages all aspects of a natural resources management unit/program. 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.
2. Supervises staff. Plans, schedules, assigns, and reviews the work of staff within unit. Monitors, evaluates, and takes action to enhance staff and unit performance. Develops and communicates work and performance expectations. Monitors completion of assignments for timeliness, accuracy and effectiveness in meeting work objectives. Conducts performance planning and review activities. Identifies training and development needs and resources. Recognizes and resolves personnel issues in accordance with Commission policies and procedures. Initiates, recommends, approves, and implements personnel actions including: recruitment, selection, promotion, transfer, discipline, and termination of employees within unit. Approves time cards and leave requests.
3. Manages and coordinates operating budget. Prepares annual budget request for unit. Controls expenditures in accordance with approved operating and capital budgets. Designs requests for proposals (RFPs) and bid specifications. Approves bids and price quotes. Approves and issues purchase orders, check requests, and payments. Manages contracts.
4. Provides expert recommendations on complex, and controversial park development plans and projects to county officials, citizens, special interest groups and regulatory agencies for review and approval. Serves as Commission representative to county-wide and regional policy groups, task forces, etc., concerning complex and often controversial natural resources environmental issues. Recommends new policies and programs.

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Examples of Important Duties: (continued)

5. Supervises the technical assistance and natural resource consulting to park planning and development projects. Approves comments on park development projects. Oversees project teams during planning, development and construction phases. Advises park managers, project coordinators, and construction managers on natural resource issues.
6. Oversees the implementation of complex research on critical natural resources management issues. Reviews technical literature, meets with vendors, exchanges information with other government agencies. Attends conferences and workshops to identify new technology, programs, and methods.

Important Worker Characteristics:

Extensive knowledge of: (1) principles, practices and techniques of natural resources management; (2) forestry; (3) environmental science; (4) business management; (5) supervision; (6) Commission organization, policies and procedures; (7) regulatory compliance; (8) AA/EEO; and (9) park planning and design.

Skill in operation of: (1) personal computer and applicable software; (2) office equipment; (3) environmental sampling equipment; (4) cartographic equipment; (5) motor vehicle; and (6) cameras.

Considerable ability to: (1) apply principles to solve difficult problems and achieve goals; (2) research and analyze data and information to develop recommendations and conclusions for plans, policies, reports, etc.; (3) plan, supervise and coordinate work of professional staff; (4) develop goals and objectives for programs; (5) provide technical expertise and program leadership to community groups and government entities; (6) budget preparation and monitoring for unit; (7) develop and present formal presentations to large groups; and (8) communicate effectively with staff and the general public.

Minimum Qualifications:

1. Master's Degree in natural resources management, forestry, environmental science, or related field; and
2. Five years of progressively responsible experience, including at least two years in a supervisory capacity; or
3. Bachelors Degree in one of the above areas; and seven years of experience, including at least two years in a supervisory capacity; or
4. An equivalent combination of education and experience.

Working Conditions

Works in the office and in the field. Occasionally exposed to the elements and outdoor hazards.