

Specification for Class of

NATURAL RESOURCE PROJECT/SECTION ADMINISTRATOR

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: In the Department of Natural Resources, manages a section that includes the supervision of at least two professional staff of which one is a Natural Resource Program Coordinator or Specialist or equivalent; or manages an agency-designated section natural resource program activity such as:

- 1) Plans and directs the department land exchange activities statewide.
- 2) Plans and directs the land bank program which includes administration of funds and supervision of staff.
- 3) Plans and directs the Corrections Camp Program and administers the Local Grant Initiatives component of the Job for the Environment Program.
- 4) Develops and implements plans for lease negotiation and administration, and conservation practices affecting the department's agricultural land.
- 5) Manages the operations section responsible for preparation of monthly sales for approval by the Board of Natural Resources, the department's check cruising program, the log and load accountability program, and the felling quality control program.
- 6) Plans and directs the growth management activities for a department region.
- 7) Acquires environmentally sensitive properties for inclusion in the Natural Area Preserve and Natural Resources Conservation Area systems.

Distinguishing Characteristics: Positions allocated to this class because of their responsibility for a natural resource program activity are distinguished by their managerial duties. These include determining or actively participating in setting policy; formulating long-range objectives; integrating internal and external program and policy issues; evaluating programs for compliance with policy, law, and objectives; and using independent judgment to resolve problems.

Minimum Qualifications

A Bachelor's degree in forestry or area of specialty and four years' professional experience in a program area.

OR

One year of experience as a Natural Resource Program Specialist or Natural Resource Program Coordinator.

OR

Three years' experience as a Forester 2 or equivalent professional class in the Department of Natural Resources.

New class: 8-12-83

Revised minimum qualifications, title change (formerly Natural Resource Analyst/Coordinator): 9-13-83

Revised minimum qualifications: 4-13-84

Revised minimum qualifications: 7-12-85

Revised definition, minimum qualifications, delete distinguishing characteristics, title change (formerly Natural Resource Program Coordinator 3): 7-10-87 (effective 8-1-87)

Revised definition: 9-11-87

Revised definition: 6-14-91

Revised definition: 5-15-92

Revised definition, add distinguishing characteristics, title change, (formerly Natural Resource Project/Section Manager): 9-18-96