

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Natural Resources Administrator**

**Class Code: 40877**

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### **A. Purpose:**

Directs a comprehensive natural resources program and supervises program staff to ensure that program services protect public health and the environment; preserve natural resources; promote economic development; and are provided in a customer-oriented manner that assists citizens, businesses, and local governments to comply with regulatory requirements.

### **B. Distinguishing Feature:**

Natural Resources Administrators administer a statewide, comprehensive, natural resources program; and supervise.

Natural Resources Engineering Directors are staff engineers for a division; or team leaders over other professional positions and manage an engineering program comprised of multiple related programs individually managed by other professionals.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Administers a comprehensive natural resources program by planning, developing, prioritizing, implementing, and monitoring the operations of subordinate, related, natural resources programs to ensure program development that protects the environment and public health, assists the regulated community, and is economically feasible.
  - a. Establishes program goals and objectives and technical standards, and develops and implements procedures.
  - b. Develops, implements, and monitors completion of program management plans.
  - c. Administers grant money, and negotiates grant commitments.
  - d. Negotiates and administers contracts.
  - e. Develops, justifies, and allocates program budgets; and authorizes expenditures.
  - f. Acts as the department spokesperson in public forums; and maintains coordination among the department, other government agencies, industries, and the public.
  - g. Prepares legislation and testifies at legislative hearings; and analyzes the impact of federal laws and regulations on programs implemented at the state level.
  
2. Provides technical advice and direction on program functions to program staff, department managers and boards, other department program manager, other state agencies, industries, and the public to ensure consistent and clear understanding of program missions and objectives, and regulatory requirements.
  - a. Drafts position papers, technical memoranda, and reports on program issues.
  - b. Prepares agenda items requiring board action, and testifies as a technical expert at contested case hearings.
  - c. Directs research, and reviews and prepares technical reports on results.
  - d. Reviews reports and special surveys to determine where environmental problems exist; and assigns resources to determine sources of problems, costs of resolving problems, and actions to be taken.
  - e. Evaluates the economic feasibility of projects, proposals, and plans; and approves contracts, changes in project scope and costs, final costs; and certifies construction.

- f. Determines data management requirements, ensures they comply with quality assurance/quality control procedures; and interprets data for compliance and regulatory purposes and for long-term trend analyses.
  - g. Directs enforcement activities and prepares notices of violation, orders and settlement agreements; negotiates terms of agreements with violators; coordinates enforcement actions with the Attorney General's staff; and acts as an expert witness in enforcement cases before boards and in court.
3. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
    - a. Interviews and selects staff.
    - b. Provides training and work direction.
    - c. Approves leave requests.
    - d. Addresses staff problems and recommends disciplinary actions.
    - e. Conducts performance appraisals and completes performance documents.
  4. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Division Director; supervises Natural Resources Engineers, Environmental Scientists, Hydrologists, Geologists, Program Specialists, Policy Analysts, and support staff.

**E. Challenges and Problems:**

Challenged to create and implement initiatives that are technically feasible, economically viable, and politically acceptable that reduce environmental damage, and secure public health; and to do so in a timely manner while incorporating public participation. Further challenged to know the laws and rules that apply to the program and to develop meaningful program performance indicators that measure results.

Problems resolved include convincing the regulated public to incorporate environmental controls; enforcing technical, environmental control regulations that are costly to implement; legal issues related to enforcement actions; communicating program requirements to the regulated community and the public; evaluating procedures to increase program effectiveness; meeting regulatory requirements without creating barriers to economic development; and determining the appropriate enforcement mechanisms.

**F. Decision-making Authority:**

Decisions include the content of management plans; program procedures; the content of budget requests; grant commitments; contract components; whether to implement new and update procedures and technologies; whether permits are complete; restrictions on permits; whether studies are necessary and the extent and methodologies of research; the sources and extent of environmental problems; whether projects are feasible; data management requirements; whether evidence is sufficient to indicate a violation has occurred; when to initiate enforcement action and the extent of the action; the content of technical reports and presentations; and new hires; recommendations for action on permits, approval of projects, proposed legislative action issues, and disciplinary actions.

Decisions referred include final approval of management plans, budgets, permits, projects, legislative action issues, and disciplinary action.

**G. Contact with Others:**

Daily contact with local governments, rural water system managers, and water development districts regarding study requests or results, and enforcement issues; with other department personnel or state agencies to discuss joint investigations; with division directors and other division administrators regarding ongoing projects and program issues; with permit applicants regarding permit requirements and enforcement; with the regulated community on enforcement issues; and with contractors regarding projects, cost estimates, and contract negotiations; weekly contact with the Environmental Protection Agency (EPA) to coordinate federal program grants; and with other federal agencies regarding project coordination and evaluation, impact assessments, and special studies.

#### **H. Working Conditions:**

Typical office environment.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- federal and state laws, rules, and regulations as they apply to the causes and control of pollution;
- department policies and procedures;
- engineering principles and practices as they apply to the control of pollution;
- the principles of economic development;
- the principles and techniques of effective public relations and external communications;
- principles and procedures for supplying expert testimony;
- the principles and techniques of interviewing;
- employee policies and procedures;
- disciplinary procedures and documentation.

Ability to:

- plan, prioritize, and organize work activities to meet schedules and deadlines;
- develop policies and procedures and define standards for specific situations;
- delegate assignments to most appropriate subordinates;
- communicate expectations and standards of performance to subordinates and to follow up and evaluate work performed;
- make appropriate decisions by applying standards and available information to specific situations;
- confront problems in a timely manner and develop and initiate appropriate solutions;
- favorably present and promote departmental priorities, services, and actions internally and externally;
- maintain consistent performance under pressure, uncertainty, or opposition;
- apply policies and procedures consistently and objectively.