



## CLASS SPECIFICATION

Class Code: 17101  
Date Est: 09/2011  
Last Rev: 09/2011  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 months

### NATURAL RESOURCES MANAGER

#### **DEFINITION**

Under general direction, supervises and directs the planning, implementation, and monitoring of natural resource management programs under the Truckee River Flood Management Authority's jurisdiction; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree from an accredited college or university in Biology, Ecology, Environmental Science, Forestry, Hydrology, Landscape Architecture, Natural Resources, Wildlife Science or a closely related field AND at least four years of full-time professional experience in planning, implementing, and monitoring natural resource management programs on public lands; OR Master's degree from an accredited college or university in Biology, Ecology, Environmental Science, Forestry, Hydrology, Landscape Architecture, Natural Resources, Wildlife Science or a closely related field AND at least three years of full-time professional experience in planning, implementing, and monitoring natural resource management programs on public lands; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned staff.

#### **EXAMPLES OF DUTIES**

*(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise and direct the planning, implementation, and monitoring of natural resource management programs to meet current and future anticipated natural resource service needs; prepare, administer, amend, and execute annual work plans, budgets, and schedules; develop natural resource policies and procedures; cultivate innovative strategies to advance the natural resource management goals of the agency.

Supervise assigned staff, which includes training, work assignment and review, performance evaluation, and disciplinary action (when necessary).

Lead stakeholder groups and facilitate processes to build consensus on related natural resource issues; represent the agency at meetings with federal, state and local agencies, tribes, non-profit organizations, businesses, citizens, lobbyists and other stakeholders; negotiate with project partners and stakeholders and make key decisions to advance the natural resource management goals of the agency; prepare reports and present information to appropriate governing bodies and advisory boards.

Answer public inquiries on related natural resource management topics; interview with television, radio and newspaper reporters as appropriate; make public presentations and provide expertise; educate the public and build consensus for natural resource improvement projects and programs.

Develop Requests for Proposals and Requests for Qualifications and hire consultants to assist the agency; evaluate proposals and qualifications; negotiate the terms and conditions of contracts and prices for consulting services; manage and administer contracts and grants; review and approve contract expenditures.

Coordinate with and act as a liaison to other Washoe County departments and answer questions, resolve differences, monitor funds and budgets, and direct resources to achieve organizational goals.

Collaborate with other regional, state, and federal agencies to develop master plans for managing natural resources.

Assist in acquisition of lands necessary to implement natural resource improvement projects (e.g., ecosystem restoration, fish passage enhancement, water quality improvement); make recommendations for future land acquisitions based on ecosystem management and natural resource protection; prepare supporting documentation for acquisition offers.

Coordinate the preparation of local cost-sharing and cooperative agreements, facilitating review and approval.

Ensure that assigned staffs perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Agency and Washoe County vision(s), mission(s), goals, organizational structure, policies, and procedures.

Principles and practices of staff supervision, project management, and grant administration.

Federal, state, and local codes, regulations, ordinances, and regional policies related to planning, management, and regulation of natural resources.

Principles, practices, and theories of natural resource management pertaining to natural resource assessment, improvement, conservation, and restoration.

Biology and ecology of regional/local plants and wildlife; wetland, riparian and rangeland ecosystem restoration methods and techniques; noxious weed ecology and management; and other important regional natural resource issues (e.g., flood, drought, fire, climate change, invasive species, water quality).

### **Ability to:**

Articulate a vision for the department and use it to drive daily decisions; build relationships; develop strategies to solve natural resource issues and achieve program goals; convert strategies into effective actions; motivate diverse teams to achieve results.

Plan, coordinate, direct, and manage complex programs and projects; prepare and administer agreements, contracts, work plans, budgets, and schedules.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations, ordinances, standards, policies and procedures.

Communicate and express information correctly, clearly, effectively, and concisely, both verbally and in writing.

Effectively supervise assigned staff; establish clear, outcome-oriented performance and development goals and expectations; provide regular feedback, coaching, and recognition; address performance issues promptly and use discipline appropriately.

Exercise sound judgment and make timely, reasonable decisions that demonstrate critical and strategic thinking.

Understand the scope and difficulty of tasks and projects; plan, prioritize, and delegate/execute work assignments appropriately; manage time and resources effectively.

Produce reports, planning documents, drawings, charts, graphs, and site maps; prepare written and audio/visual presentation materials; make presentations to the public.

Establish and maintain effective working relationships with staff, managers, governing bodies, consultants, community groups, other public agencies, and stakeholders.

Operate office equipment, including computer equipment.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods of time. Ability to frequently stand, stoop, kneel and walk on uneven terrain. Ability to safely navigate construction sites. Ability to lift and move objects weighing up to 50 pounds. Ability to operate digital camera equipment, audio/visual equipment and office equipment including computer, copier, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*