

ENVIRONMENTAL PROGRAM MANAGER III

This is administrative work in directing a statewide environmental division, program or large department of the highest level of diversity, scope, dynamics and complexity.

Employee directs a statewide division, program or large department through the establishment of goals and objectives to meet program and/or departmental requirements. Employees are responsible for planning work operations, establishing and maintaining a budget and monitoring work output to assure that goals and/or compliance objectives are met. The environmental program supervised includes a wide variety of functional areas, is affected by continual changes in federal or state laws and regulations resulting in periodic major changes in program emphasis or goals, and is characterized by highly complex and controversial work. Work is further distinguished from the Environmental Program Manager II level by an increased level of responsibility due to increased program significance whereas the success or failure of the program administered could potentially have a major, widespread affect on the quality of the environment. Employee works under administrative supervision, and work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop requirements and establish programming goals to meet environmental program and compliance needs. Employees determine the personnel and other resources needed to meet these goals based on the input and recommendations of subordinate supervisors. Work is characterized by periodic program expansions or new programs requiring planning for the implementation of programs over periods of several years.

Organizing and Directing - Since work is characterized by periodic program fluctuations in the form of new programs, the deletion of programs, or the expansion or reduction in size of existing programs, employee must make major changes in organizational structure, methods and procedures on a regular basis.

Budgeting - Employee reviews recommendations from subordinate supervisors and compiles budget for the entire program. The budget, along with supporting justifications and priorities, is submitted to the Secretary's Office or higher-level Director for approval. Employee is required to make formal budget presentations for new or expanded programs.

Training - Employee assures that subordinate supervisors provide for the training of environmental personnel through the development of in-house training programs and the utilization of established programs.

Setting Work Standards - Employee is responsible for approving all work standards procedures and policies for the program. The development or revision of standards and procedures is often delegated to subordinates. Employee reviews their recommendations, adjusts them if required, approves the standards or procedures, and assures their implementation.

Reviewing Work - Employee periodically reviews the overall accomplishments of the program to assure that previously established goals will be or are met. The more controversial actions are those, which will be technically reviewed before action is taken.

Counseling and Disciplining - Those grievances and disciplinary cases not resolved at a lower level are considered. Employee reviews the recommendations of their subordinate supervisors and decides on the appropriate action.

Performing Other Personnel Function - All personnel actions are routed to the employee for final approval. Employee is involved in recommendations for salary adjustments primarily from a budgetary standpoint. Employee interviews applicants for top-level positions in their program and reviews their immediate subordinates for performance evaluation purposes.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees are responsible for a large and diverse environmental program subject to frequent minor and periodic major changes caused by revisions in federal or state standards, technological changes, and changes in program emphasis based on public interest. Employee must periodically make major program changes or implement new programs.

Variety of Work Supervised - Employee supervises Environmental Program Managers, Environmental Program Supervisors and a variety of environmental employees involved in a wide variety of functions such as permitting, inspections, monitoring, establishing standards, planning, training, and providing consultation.

Number of Employees Supervised - Generally over 100 employees and contractors. Numbers may vary from that depending on program(s) supervised.

III. EXTENT OF SUPERVISION RECEIVED: - The Secretary's Office of higher-level Administrator provides guidance on major policy decisions but delegates full responsibility for matters dealing with program planning, budget, and methods. Work is reviewed periodically for adherence to previously established goals and objectives.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Not applicable.

Fluctuating Work Force - Not applicable.

Physical Dispersion of Employees - Employee supervises the activities of field offices across the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities

Thorough knowledge of the principles, practices, and administration of a statewide water quality environmental program.

Thorough knowledge of departmental philosophies and policies concerning the administration of an environmental program.

Thorough knowledge of federal and state laws and regulations pertaining to water quality.

Ability to plan, develop and administer a statewide program of consultative and regulatory services.

Ability to assess fiscal, personnel and other program needs and to recommend and support appropriate actions to higher-level management.

Ability to handle the more difficult technical problems encountered by subordinates.

Minimum Education and Experience

Bachelor's degree in one of the agricultural, biological, engineering, environmental or natural resource sciences or a closely related curriculum from an appropriately accredited institution and eight years of progressive experience in environmental work including three years in a supervisory capacity; or an equivalent combination of education and experience.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.