

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV36355
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	9410		

Job Code Established:	10/27/91	Effective Date:	
Job Code Revised:	01/15/98	Effective Date:	01/15/98
Job Code Revised:	01/01/05	Effective Date:	07/01/07

JOB CODE SERIES: Manager Series

JOB CODE TITLE: LAND MANAGER I

HRIS TITLE: LAND MGR I

CHARACTERISTICS OF THE CLASS: Under general direction, this single or multi unit program manager is responsible for planning, implementing, and overseeing major statewide natural resources programs which may include one or more of the following: forestry, range lands, minerals, conservation, and land selection/exchange.

The Land Manager I is distinguished from the Natural Resource Manager III by responsibility for all aspects of the management program for a natural resource, or for natural resource conservation as opposed to administering a major statewide specialized natural resource program, e.g., the agricultural leasing program. It is distinguished from the Land Manager II by the responsibility for (1) the program management of a single natural resource, or natural resource conservation program as opposed to the program management of multiple major natural resources; (2) the size of the geographic area managed; (3) the value or potential value of the program resources managed; and (4) the complexity of the mix of the program resources managed.

EXAMPLES OF DUTIES: as a section manager, positions in this class will supervise a subordinate staff of clerical, paraprofessional, and/or professionals and manage and coordinate the unit activities and resources in administering and implementing a major statewide natural resource, or resource conservation program; resolves problems/questions presented by subordinate staff regarding day-to-day operating policies, methods and procedures; determines priorities / schedules for timely completion of work projects in assigned program area; develops/implements work standards and/or operation procedures in assigned program area in accordance with established Agency policies and state/federal laws, rules, and regulations. Confers, communicates, and collaborates with other government agencies, tribal governments and the general public; may develop, design, and coordinate intra and inter-Agency training.

Represents Agency while coordinating and interacting with stakeholders, federal and state government agencies; attends workshops or training sessions to remain abreast acceptable scientific methodology; reads/studies instructional or information material.

In the natural resource management program: plans, implements, directs and evaluates the development, lease, use, protection, of state lands in the management program for a major natural resource; the evaluation of the current value of the natural resource; the development and implementation of management plans for the natural resource to assure development, utilization and protection of the natural resource. Recommends on the lease, of the natural resources or natural resource lands to assure maximum financial return to the state; reviews and advises on contracts and leases; oversees the preparation and administration of the budget; and prepares financial, statistical and narrative reports.

In the conservation management program: plans, implements, directs and evaluates natural resource conservation programs on a statewide basis; participates in meetings with local natural resource operations; assists in the election of conservation district board of supervisors with districts and secretary of state; assists district boards in annual legislative budget preparations; assists local communities participating in the national flood insurance program; acts as consultant and advisor for soil conservation projects; oversees the preparation and administration of the section budget; and prepares financial statistical and narrative reports. Performs related work as required.

WORK CONDITIONS: Generally, no unusual work conditions; however, when working in a field setting, may be exposed to extreme weather conditions, noise, dust and topography; occasional contact with stinging insect and venomous reptiles.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Federal, State, Tribal laws/regulations/statutes, and Agency standards, policies, and procedures applicable to the area(s) of assignment; principles and practices of leasing land use planning and management; land descriptions and the documents involved in the ownership and transfer of land and of land and water rights; land and natural resource planning, development and economics; principles and practices used in Land and Natural Resource Management and/or conservation and related (applicable) environmental sciences and/or control activities; supervisory methods and procedures used in managing resources and personnel assigned to a work unit; erosion control practices, prescribed burning techniques, seeding and re-vegetation methods; herbicides, compatibility with other compounds; symptomology and application methods; noxious and invasive species; ecology, biology, plant physiology, botany, soil ecology, and basic chemistry; integrated pest management and integrated vegetation management; climatic factors and effects on work projects and successful execution.

Skill in/Ability to: Applying a multi-disciplinary approach to resolve complex, sensitive, and/or visible natural resource; planning, organizing, and directing the work of a staff; establishing and maintaining effective working relationships with various levels of governmental and business officials, community leaders, and the public; effective oral and written communication; supervising the resources of an assigned environmental control program area; developing/implementing operation policies/procedures for assigned program area(s); analyzing program needs and establishing appropriate program priorities; managing, coordinating, and directing resources; managing and budget planning; project analysis; problem identification, forecasting/anticipating consequences or benefits of implementing various work plans; analyzing and evaluating technical environmental control data to ensure completeness