

Department of Natural Resources**Division of External Services, Watershed Management Bureau****Classification:** Natural Resources Program Manager**Working Title:** Agricultural Runoff Section Manager

Position Summary: This position has primary responsibility for managing agricultural runoff, which includes Concentrated Animal Feeding Operations (CAFO) permitting at large farms under the Wisconsin Pollutant Discharge Elimination System (WPDES) and agricultural nonpoint pollution abatement at non-permitted farms. This program manager is responsible for the leading the establishment of policy, standards, and procedures to ensure statewide consistency of program activities for the CAFO and nonpoint areas. This position oversees activities that include permit drafting, permit compliance inspection and enforcement protocols, nutrient management plan review, hydrogeology assessment and engineering reviews, and nonpoint planning and grants management. This position is responsible for administrative rule and guidance development, legislative testimony, public hearing activities, general budget, and related information technology. The position also has supervisory responsibilities for the policy and support staff assigned to the Agricultural Runoff section.

Geographic Scope and Travel Requirements: This position may be stationed in any DNR Office, pending availability of office space. Some statewide travel is required to conduct business with department district offices, service centers, and external partners. Additional travel may be required to Chicago, Washington DC, and other locations throughout the US to attend conferences and meetings to represent department positions and policies on CAFO permitting and nonpoint pollution abatement.

Scope of Authority: This position works under general supervision and reports to the Director of the Bureau of Watershed Management. This position interacts with the Bureau Director, Stormwater Section Manager, and Field Supervisors that are responsible for implementation of the Watershed Management program. This position serves on the Watershed Management Team.

Goals and Worker Activities:**60% A. Administration of the CAFO permit and agricultural nonpoint programs within the Watershed Management Bureau.**

- A1.** Lead the establishment of program policy and strategies for the CAFO permit and nonpoint program activities throughout the state. Monitor and assess their implementation and enact change where necessary to ensure consistent and efficient application statewide.
- A2.** Establish standards, procedures and statewide guidance for WPDES permitting of CAFOs, agricultural performance standards, and other regulatory activities throughout the state.
- A3.** Oversee the review of engineering plans for CAFO designs based on state law and administrative code requirements.
- A4.** Draft or revise administrative codes in consultation with stakeholder groups. Use the established process for hearing authorization and approval by the governor, the Natural Resources Board, and the Legislature.
- A5.** Coordinate section staffing, objective setting, work planning and budgeting. Evaluate regional implementation status, accomplishments and consistency.
- A6.** Integrate and coordinate with the Watershed Management Team as well as with other department programs to establish teams to accomplish work goals and objectives, to foster efficiency, enhance customer service, and promote environmental outcomes.

A7. Recommend department positions on state and federal legislation and rules, prepare bill analysis and testimony, and appear at state and federal legislative hearings on matters related to section programs.

A8. Respond to inquiries from the WI Legislature, US Congress, the media, stakeholder groups, and/or the public that may include controversial or sensitive topics.

A9. Establish, maintain and enhance partnerships with external, state, county, and national professional groups representing stakeholders with interests in section programs, and with aligned federal agencies and other state and local agencies and organizations.

A10. Delegate program decision-making within the section and to program coordinators, particularly as it relates to permitting, compliance and enforcement, hydrogeology, and nutrient management.

A11. Ensure development and use of data systems to support and enhance section and field staff activities. Ensure adequate technical support is maintained and provided as needed to support section and field activities.

A12. Coordinate and provide training to program staff and others on all aspects of the section's programs. Provide informational and educational materials to field staff for their use in educating the general public on the section's programs.

A13. Respond and resolve complaints related to the CAFO permitting and nonpoint programs which relate to statewide consistency and issues of concern.

A14. Coordinate with other programs to prevent duplication of efforts and inconsistent application of standards and policies.

A15: Collaborate with the Office of Agriculture and Water Quality to strategically engage with stakeholder groups and to evaluate and improve program delivery.

35% B. Administration of Personnel and Team Management Activities

B1. Supervise, assist, train and coach section staff and team members. Establish employee objectives and work plans; monitor work performance and expected accomplishments of section personnel. Provide staff performance according to the schedule established by the agency.

B2. Meet with section staff and subteams at least monthly to ensure good communication and direction to meet individual, program, section and bureau goals.

B3. Recommend or initiate appropriate disciplinary action when performance or behavior is below acceptable standards or conduct is in conflict with policy, accepted procedure, work rules, or law.

B4. Participate as a full member in Watershed Management Team, in conjunction with the Bureau Director, Stormwater Section Manager, and Field Supervisors, to assure the appropriate development and review of policy, guidance, and management systems related to CAFO and agricultural nonpoint functions of the Bureau of Watershed Management.

B5. Motivate and challenge employees through techniques such as special training opportunities, performance or recognition awards, program planning involvement, and assignment of new or challenging responsibilities.

B6. Implement steps to recruit, employ, advance, and retain protected group employees and permanent, project, and limited term positions by utilizing proper recruitment procedures and tools to attract the best qualified job applicants, conduct interviews, and recommend the hiring of the best job applicants.

B7. Implement and provide information on work rules, agency procedures and manual codes, and training and advancement opportunities to all employees supervised.

5% C. Other Responsibilities as Assigned.

C1. Provide assistance to the Bureau Director and other administrators as necessary to further the objectives of the department. This can include participation on various work groups, teams or committees on a wide range of department issues.

C2. Manage special grants from EPA or other organizations to assure grant goals are met, funding is appropriately spent and required reports are submitted in a timely manner.

Knowledge/Skills/Abilities (KSA)

1. Knowledge of water resources management, biological sciences, or water resources engineering.
2. Knowledge of agricultural best management practice principles and standards.
3. Knowledge of state and federal CAFO and WPDES policies, regulations and statutes. Knowledge of policy development, implementation, management and evaluation and state administrative rule development and procedures.
4. Knowledge of team dynamics, including establishing teams and producing products through teams.
5. Knowledge of work planning processes and procedures.
6. Knowledge of federal, state and department budget processes and procedures; and fiscal controls, management methods and techniques.
7. Knowledge of Department of Natural Resources policies, procedures and management systems.
8. Knowledge of inter-governmental and inter-agency relations and functions.
9. Skill in effective oral and written communication.
10. Skill in providing positive, professional customer service and making the customer the top priority.
11. Skill in networking and building relationships with stakeholder groups, customers, and teammates.
12. Ability to train and mentor staff and inspire them to achieve set goals.

Physical Requirements and Environmental Factors:

Sedentary work (exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently) about 80% over a year's time.

Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) less than 20% over a year's time.

Physically, this position will spend approximately 80% or more of time indoors.

Environmental Factors: May need to occasionally spend more than one hour outdoors in temperatures below 32 degrees.

Telework: Consistent with department policy, this position is eligible for a hybrid schedule of both in-office and telework.