

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Working Title: Water Resources Program Field Operations Director

Classification: Natural Resources Manager

Location: Madison, Milwaukee, Eau Claire, Green Bay, (Statewide)

Program: Water Resources in the Environmental Management Division

Purpose of the Position:

This position assists the Water Quality Program Director as a leader and strategist in developing and ensuring consistent implementation of a comprehensive statewide Water Resources program. This includes assuring that state and federal Water Resources laws are met. This position oversees and ensures statewide consistency directing the field implementation of all policy, planning, personnel and budget activities associated with the Water Resources program. This position monitors statewide program metrics relating to field implementation and ensures that those metrics are being achieved, or corrective measures are taken to address those not being met. In the absence of the Water Quality Program Director, this position has the full authority of the Director position and represents the Department for Water Resources program in external contacts with the Governor's Office, the legislature, local government leaders, federal agencies such as the United States Environmental Protection Agency (EPA), regional and national Clean Water Act related organizations, and a wide variety of public groups, private businesses, and associations. This position directly supervises the Water Resources program field supervisors statewide.

Location, Position's Geographic Scope & Travel Requirements: The position is located in the central or field headquarters offices of the Department of Natural Resources. The position requires regular travel throughout the state and may occasionally travel nationally.

Scope of Authority: This position is supervised by the Water Quality Program Director and is a standing member of the Water Resources Management Team and the Water Quality Board. The position directly supervises the Field Water Resources Program field supervisors.

TIME% Responsibilities and Duties

30% A. Evaluate and ensure the effectiveness of field operational integration, consistency, implementation and coordination within the Water Resources Program and Environmental Management by the field offices as well as with other Department programs and external partners.

- A1. Directs, Integrates, coordinates and ensures consistency of Water Resources program field operations within the Water Resources Program; effectively coordinates projects spanning across division programs within the Environmental Management Division with counterparts in other programs and proactively coordinates with field management and supervisors on projects that span across divisions within the department.
- A2. Oversees and manages the development of internal operational policies, directs and communicates implementation procedures to all affected parties to ensure uniform and consistent application.
- A3. Encourages cooperative resolution of both external and internal policy implementation disputes.
- A4. Represents Wisconsin's Water Resources program on regional and national Water Resources program related pollution control organizations when requested by the Water Quality Program Director.

A5. Works with other governmental agencies, the tribes, and other DNR Divisions and field units on matters of program integration, coordination, policy development and implementation. Participates on work groups, as directed.

A6. While representing the Water Resources program, maintains communication with section managers and collaborates with section managers, Water Resources program coordinators and others in the development of program issues, policies and procedures and initiatives.

25% B. Supervises and guides Field Water Resources supervisors and staff assigned to the field offices.

B1. Trains, assists, coaches and mentors Field Water Resources program field supervisors and field staff to develop, enhance and/or improve their technical, managerial and interpersonal competencies.

B2. Establishes employee performance objectives and monitors the work performance and expected accomplishments of the supervised personnel.

B3. Performs required supervisory responsibilities including hiring, training, evaluating performance, discipline and handling grievances as requested.

B4. Monitors harassment and discrimination policies to ensure a respectful and inclusive environment.

B5. Supports the training and developmental opportunities for all supervisors and staff.

B6. Manages resources in the field to adjust to fluctuating workloads, when needed and at the direction of the Program Director.

20% C. Directs, leads and assists with strategic planning in the development, interpretation, implementation, and evaluation of Water Resources policies and activities set forth by the Program Director, Water Resources Team and Environmental Management Division Management Team.

C1. At the direction of the program director, works with other state and federal agencies, local governments and organizations on a collaborative basis to address Water Resources activities.

C2. Maintains working relationships with external statewide groups and federal agencies and solicits partners to promote a variety of Water Resources related pollution control and prevention activities, ensuring that sustainability is always considered.

C3. Provides leadership and direction on regulatory innovation and streamlining within the program to achieve improved environmental and public health protection and promoting increased program efficiencies.

C4. In the absence of, or as directed by, the Water Quality Program Director, responds to inquiries from department managers outside the program, the legislature, regulated parties, tribes, the press and the general public.

C5. As assigned, develops, in cooperation with other staff, Department policy positions on proposed federal legislation (including federal budget proposals), policies and procedures, and advise the Water Quality Program Director, Environmental Management Division and Department administration, Governor's Office, Congressional Representatives and interest groups of potential impact on the Environmental Management Division.

C6. Performs special projects as assigned by the Water Quality Program Director or Environmental Management Division administration.

20% D. Provides leadership in all facets of Program and Field operations.

D1. Establishes program objectives and priorities for field operations.

D2. Partners with Water Quality Program Director with budgeting and work planning for program and field operations.

- D3. Leads the development of customer surveys for field operations.
- D4. Provides leadership on staffing needs, legislative requests, administrative code changes, and strategic planning initiatives.
- D5. Oversees field communications and administrative Water Resources issues
- D6. Assigns and schedules work for the Water Resources field supervisors, as necessary and in cooperation with the Wastewater Program Director.
- D7. Establishes priorities with the Water Quality Program Director to allocate personnel and financial resources, physical resources, balance workload, and develop and maintain performance measures.
- D8. Serves as Water Quality Program Director during their absence-attends meetings on behalf of the Director, chairs program staff and section manager meetings, and oversees section managers. Provide briefing to Water Quality Program Director of significant issues/concerns following return from their absence.
- D9. At the direction of the Water Quality Program Director, responds to and resolves complaints related to the Water Resources that relate to statewide consistency and issues of statewide concern. As directed, it encourages cooperative resolution of both external and internal policy implementation disputes.

5% E. Serve as a member of the Water Resources Program Management Team and an ad hoc member of the Environmental Management Division Leadership Team to determine statewide policies on Division issues and concerns.

- E1. Participates in setting Division direction and policy.
- E2. Works with Administrator and team members to resolve politically sensitive Water Resources related issues, consistency issues across programs, and issues that may have cross program impacts.
- E3. Serves as a member of the Water Resources Management Team.
- E4. Meets regularly with other Program Field Operations Managers in other Division programs to ensure cross program integration.

Knowledge, Skills and Abilities:

- Skills in organizational leadership.
- Ability to provide leadership in managing an environmental water resources program.
- Knowledge of general outreach, marketing and educational tools and principles.
- Knowledge of the basic principles of human resources management.
- Knowledge of water resources public policy analysis, environmental resource management, principles and issues.
- Skills in using Word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, email software necessary to communicate with others, and other recordkeeping
- Knowledge of all aspects of the Water Quality program in Wisconsin including the development and implementation of water resources procedures and techniques used to monitor, audit and evaluate management activities at different scales of complexity, i.e. statewide, district and local levels. common to the operation of the water resources program. Expert knowledge of all aspects of the Water Resources program within the statewide regions.

- Knowledge of Water Quality Program and EM Division interests within the state.
- Knowledge of other State, Federal and local government agencies and their roles/programs related to the Aquatic Plant Management, Surface Water Grants program, Lakes Partnership, and Aquatic Invasive Species program and Clean Water Act rules and requirements.
- Knowledge of state statutes, administrative rules, policies, and programs applicable to the Aquatic Plant Management program, Surface Water Grants program, Lakes Partnership, and Aquatic Invasive Species program and Clean Water Act rules and requirements, as well as relevant state statutes and administrative codes to proceed with necessary levels of enforcement.
- Knowledge of DNR-specific policies and procedures pertinent to the Water Resources program, WY program, and EM Division. Knowledge of DNR policies, regulations, handbooks, and manual codes. Knowledge of other DNR programs as they pertain to the work of the Division.
- Knowledge of program management methods for a decentralized organization, including policy development, interpretation, implementation, monitoring and evaluation. Knowledge of budget management procedures and practices, including allocation and monitoring of fiscal and other resources, to ensure the operation of the water resources program.
- Administrative, fiduciary and management skills including strategic planning, resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures particularly with a geographically dispersed workforce.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Strength requirements for the position are on a continuum:

Light Work: Exerting up to 20 pounds of force occasionally (activity or conditions exist up to 1/3 of the time) and/or up to 10 pounds of force frequently (activity or conditions exist from 1/3 to 2/3 of the time).

Environmentally, the position will spend at least 75% of the time indoors. Outdoor work will only occur with periodic field visits.

Equipment Used: General office equipment, such as fax machine, photocopier, cellular telephone and computer, including word processing, spreadsheet, database and multimedia presentation software.