



JOB DESCRIPTION

<i>Title</i>	Natural Resources Manager	<i>Created</i>	July 2008
<i>Department</i>	Fisheries, Public Works	<i>Revised</i>	
<i>Job Class</i>	M 5	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Supervises, plans and directs the division activities in Parks and Fisheries projects.

Essential Functions

- Supervise division employees, including determining, assigning, reviewing and evaluating work tasks, priorities and methodologies. Evaluate performance and training and recommend necessary disciplinary action of employees. Recommend hiring and termination decisions.
- Create and manage division-wide Parks and Fisheries-specific planning goals, objectives and projects for volunteer organizations.
- Manage the feeding, biological needs and release of three to five million salmon at the optimum time during the smolt stage to maximize survival.
- Prepare all written reports and maintain all records necessary to the division.
- Prepare, negotiate, and administer contracts, prepare plans and specifications, administer grant contract and monitor compliance. Develop division management plans.
- Prepare annual budget and monitor and control budgetary expenditures.
- Responsible for development of recommendations for general and park-specific regulations and ordinances; provide for their enforcement with area law enforcement agencies.
- Respond to questions, complaints and requests for service from general public; provide informational and interpretive services to the public; make presentations to the Board of County Commissioners and other organizations as required.
- Develop and maintain partnerships for achieving mutual agency goals and objectives. Function as county inter-agency staff contact with federal, state, local and private organizations. Participate in outreach programs.
- Responsible for the development of grant applications, including scope of services, budgets and progress reports.
- Develop plans, cost estimates and project schedules for capital improvement projects.



JOB DESCRIPTION

- Maintain dialogue with fishermen and processors on a regular basis to ensure voluntary poundage assessments. Coordinate with representatives of various resource agencies as needed.
- Adhere to all safety and personnel policies of the county and department. Ensure employees are trained in their respective jobs and comply with county safety policies at all times.
- The above description covers the most significant duties performed but does not include other occasional work, the inclusion of which would be in conformity with the factor degrees assigned to this position. Decision-making usually occurs within the scope of the assigned duties using appropriate guidelines. Problem solving decisions are necessary to carry out tasks. May have to decide course of action to be taken in case of emergencies and park visitor safety. May also make decisions relating to equipment and procedures to complete assignments. Must deal with co-workers and the public in a professional and courteous manner.

Mandatory Qualifications

- Knowledge of technical/scientific report writing, supervisory practices, budget, grant writing, and public relations.
- Knowledge of the principles of park facility management and fisheries project. Incumbent must successfully pass a criminal background check.
- Equivalent to at least four-year college education in related field and / or at least four years of progressively responsible experience, including five years of supervisory responsibility, or any satisfactory combination of experience and training.
- Ability to write in a clear and concise manner. Good computer skills, with knowledge of Word, Excel spreadsheets and PowerPoint.
- First Aid / CPR certification or the ability to obtain within three months of appointment; must be eligible to be deputized by the Sheriff on a limited basis to issue and enforce Park citations.
- Must possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

Previous experience in related fields. Previous supervisory responsibilities.

Physical Demands

Physical demands on position vary from light lifting and moving of materials, files, books, etc., weighing up to 15 pounds while in office to moving material weighing up to 50 pounds while performing field work.



JOB DESCRIPTION

Working Conditions

Majority of work involves usual office working conditions. Field work exposes incumbent to all weather conditions, odors, water, etc. Incumbent must be safety conscious.

Supervisory Responsibility

Supervise no less than five, seldom more than ten staff.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.