



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY DIVISION ADMINISTRATOR, STATE LANDS	42	B	7.413

Under administrative direction, the Deputy Division Administrator, State Lands, plans, organizes, directs and manages all program sections within the Division of State Lands within the Department of Conservation and Natural Resources.

Act on behalf of the Division Administrator, State Lands in all matters related to division operations, activities and personnel as directed by the Administrator.

Establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, departmental and divisional requirements; review and approve work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations.

Establish organizational structures and provide programmatic direction and guidance to most effectively achieve objectives; develop and implement a strategy that gives long term direction to assigned programs; and provide day-to-day programmatic direction and advice to subordinate supervisors in the execution of strategies to attain goals and objectives.

Perform administrative duties that require policy level decisions and provide control of outcome-based objectives including conferring with legislators, executives, officials and regulatory representatives to negotiate solutions to controversial issues which have policy implications.

Review and approve bills, contract payments, grant reimbursements and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is according to State requirements and authorized levels.

Plan, organize and direct major, complex statewide land use and resource protection programs to ensure compliance with State laws, rules and regulations associated with land use planning and use of State-owned lands.

Lead budget development for assigned areas of responsibility by recommending operational needs and other pertinent cost factors; attend finance, staff and status meetings; assist with managing budget spending to ensure that expenditures do not exceed authorized budgets and actual revenue.

Direct and manage subordinate staff to include preparing written performance evaluations; establish work performance standards; manage programs and provide programmatic direction to uphold the department's standards of performance.

Represent the agency and department at meetings and hearings; represent the State's position on land use, management and resource issues on committees and commissions.

Assist with the development of, or response to, proposed legislation affecting the agency including fiscal notes, bill draft requests and developing and providing testimony on behalf of the division.

Provide technical assistance to staff, committees, groups and the general public.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in environmental or natural resources, public administration, real estate administration or related field and five years of increasingly responsible experience which included land management or natural resource management and budget administration, two years of which were supervising professional level staff; **OR** an equivalent combination of education and experience. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles, practices and methods of effective management including supervision, budgeting and fiscal management; program development and implementation; land and resource management practices. **Ability to:** apply management and conflict resolution techniques to complex land management and resource issues; plan, organize, direct and control statewide programs related to land management; establish and maintain effective working relationships with federal, State, local, and private agencies and individuals; represent the division and act on behalf of the Administrator; communicate effectively both orally and in writing; prepare concise, logical and analytical reports; interpret and explain complex and sometimes conflicting policies, procedures, laws and regulations; supervise and evaluate the performance of assigned personnel including supervisory, professional, technical and support staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal, State, county and municipal laws and regulations governing Nevada lands and land management; Nevada State personnel, budget and purchasing rules and regulations; Nevada land resource management practices. **Ability to:** direct and deploy division resources within authorized staffing and budgetary limitations; make decisions and establish priorities; interpret and enforce department and division policies and procedures; identify relevant concerns, factors, patterns or operation, tendencies and relationships and draw logical conclusions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.413

ESTABLISHED: 7/1/11R
11/3/11UC