



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>
SPECIAL ADVISOR TO THE DCNR DIRECTOR	45	A	7.629

CLASS CONCEPTS

Under administrative direction, the Special Advisor to the Department of Conservation and Natural Resources (DCNR) Director plans, organizes, and directs resource programs as assigned, and acts on behalf of the Department Director in matters related to department operations, activities and personnel as directed.

Develop, implement and establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, and departmental requirements.

Establish organizational structures and provide programmatic direction and guidance for the Sagebrush Ecosystem Program and Lake Tahoe Basin efforts to most effectively achieve objectives; develop and implement long-term strategies for these assigned programs; and provide programmatic direction and advice to resource program supervisors in the execution of strategies to attain goals and objectives.

Confer with legislators, executives, officials and regulatory representatives to negotiate solutions to controversial issues having policy implications; plan, organize and direct major, complex statewide resource protection programs to ensure compliance with State laws, rules, regulations and department policies.

Participate in budget planning and development for assigned areas of responsibility by recommending operational needs, revenue sources, and other pertinent budget factors; ensure in implementation of administrative directives, policies and guidelines.

Represent the department at meetings and hearings; represent the State and department position in assigned areas of responsibility; and serve on Tahoe-related committees and boards at the request of the Director; provide direction and assistance to inter-related DCNR agencies.

Assist with the development of, or response to, proposed legislation affecting the department including fiscal notes and bill draft requests; develop and provide testimony on behalf of the department.

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.
- * Travel of up to 50% of the time is required.

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: A Master's degree in urban or regional planning, natural resource management, natural science or related field and two years of professional experience as an agency Administrator managing an interagency program; developing and presenting agency budgets; and drafting legislation; **OR** Bachelor's degree in urban or regional planning, resource management, natural science or related field and three years of professional experience as detailed above; **OR** an equivalent combination of education and experience.

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

Detailed knowledge of: State government and agency functions; departmental policies, administrative guidelines and applicable laws and regulations; legislative processes related to the department's budget development, organizational structure, expenditure of funds and business operations; principles of budget development and control. **Working knowledge of:** functions, operations, and activities of all divisions within the department; personnel management; government funding sources and fiscal policies and procedures; federal, State and local governmental relationships and interaction regarding programs; organizational planning and budgeting; principles and practices applicable to oversight of governmental programs, staff and activities. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist; direct operations and activities related to an agency's budget, fiscal control and business operations; participate in planning, developing, justifying and defending the department's budget; assist the Director in administration of programmatic activities; make public presentations before a variety of groups; represent the department and act on behalf of the Director as requested; communicate effectively both orally and in writing; negotiate contracts and agreements; provide the highest level of technical advisement to management in critical program areas; develop and implement long-range plans and develop innovative solutions to complex problems; plan, organize and coordinate multiple programs and activities. **Skill in:** planning, organizing and managing broad and complex programs.

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

Ability to: exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the department's mission and program success.

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 these classes.

7.629

ESTABLISHED:

1/28/14R

3/17/14UC