

Job Title: NATURAL RESOURCES MANAGER II - Option 4 - 2883701

Agency: Department of Natural Resources

Closing Date/Time: 04/26/2021

Salary: Depends upon Qualifications

Job Type: Salaried Full Time

County: DuPage

Number of Vacancies: 1

Plan/BU: RC056

Collective Bargaining Agreement language applies to this requisition: We are currently transitioning away from a paper application process to an electronic application process. This position has not been transitioned. Please follow the directions below when applying to this position.

**DO NOT APPLY ONLINE
DO NOT CLICK THE APPLY BUTTON**

CMS100/B Employment Application and all applicable documentation should be submitted to the Agency contact listed below.

Posting Identification #12-48-6110

Agency Statement

Charged with preserving, protecting and promoting Illinois' natural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

Job Responsibilities

Under administrative direction, as the Natural Heritage Regional Administrator, plans, directs, supervises, coordinates, controls and evaluates the activities of all regional and district-based personnel in the implementation and execution of the Natural Heritage programs within the Northern Field Unit.

35% 1. Serves as full-line supervisor, assigns and reviews work; approves time off; provides guidance and training to assigned staff; adjusts first level grievances; effectively recommends and imposes discipline up to and including discharge; completes and signs performance evaluations. Establishes annual goals and objectives; counsels' staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; determines and recommends staffing needs.

20% 2. Directs and coordinates the activities of personnel and participates directly to ensure fulfillment of mandatory, obligatory and informal, cooperative and working agreements with other state, federal and local agencies or corporate entities; Monitors participation by personnel and actively participates in liaison work designed to inform and generate interest of various constituent and interest groups and the General public; represents the Region or Department in related meetings, conferences or negotiations.

20% 3. Directs and supervises the development of the region's annual budget; establishes budgetary priorities and controls the expenditure of appropriated funds to comply with the State Purchasing Act and Office guidelines.

15% 4. Independently and in consultation with the Section Manager and Division Chief, evaluates existing policies, programs, procedures, legislation and administrative orders and develops, recommends and/or Implements changes; coordinates regional participation in and evaluation of program-oriented research studies and investigations.

5% 5. Independently and in consultation with the Natural Areas program manager. develops land acquisition plans for Department owned-INAI sites; evaluates land offers and prioritizes land acquisition recommendations, evaluates the long-term protection needs of Department-owned INIA sites and works with the INPC on registration or dedication.

5% 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Knowledge, Skills, and Abilities

- Requires knowledge, skill and mental development equivalent to completion of a Bachelor's degree in natural heritage resource management or in a related biological science.
- Requires six years progressively responsible professional experience in natural heritage resource management.
- Requires thorough knowledge of state and federal laws, rules and regulations pertaining to natural resource conservation.
- Requires thorough knowledge of the operations of the geographic region
- Requires thorough knowledge of Office objectives and policies, programs and services
- Requires thorough knowledge of managerial procedures and techniques, program budgeting, personnel, statistics and procurement procedures.
- Requires possession of a valid driver's license.

Work Hours: Mon-Fri 8:00 AM - 4:00 PM, 1/2 hr. lunch, Sat-Sun off

Work Location: 2050 W Stearns Rd Bartlett, IL 60103-1612

Agency Contact:

Ann Holtrop
 Natural Heritage Chief
 Illinois Dept. of Natural Resources
 One Natural Resources Way
 Springfield, IL 62702
 Email: ann.holtrop@illinois.gov
 Phone #: 217-785-4325
 Fax #: 217-785-2438

Job Function: Administration/Management; Sciences and Natural Resources

CANDIDATES MUST SUBMIT A SEPERATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - Older versions of the **CMS-100B** will not be graded or returned to applicants.
 - Failure to complete and submit the new **CMS-100B**(version dated 9/2020 or after) will result in your application being rejected.

- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Former State Employees:

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Non-State Employees:

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (Where applicable) to the Agency Contact address listed above.
 - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.