



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b> TBD		
<b>Agency:</b> Indiana Department of Natural Resources		<b>BU:</b> 300
<b>Division:</b> Nature Preserves	<b>Section/District:</b> 055597	
<b>Job Title:</b> Senior Environmental Manager 1		<b>Job Code:</b> 1LS1
<b>Working Title (if different from above):</b> Coastal Resource Planner		
<b>Reports To:</b> Program Manager		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date :</b> 7/13/15

### Purpose of Position/Summary:

Incumbent serves as a senior-level environmental manager providing Planning expertise. Position provides support in the areas of developing, coordinating, and implementing plans within respective program areas. Position also provides administrative and technical support to public, state and federal offices and organizations. The Coastal Resource Planner assists local, regional and state agencies in developing coastal resource plans. In addition, the position provides technical assistance in accordance with this objective. The Coastal Resource Planner reports to the Coastal Program Manager in the Division of Nature Preserves, and works closely with other Divisions of the Department of Natural Resources.

This position is funded through a federal Cooperative Agreement from the National Oceanic and Atmospheric Administration.

### Essential Duties/Responsibilities:

- Serves as LMCP resource person for planning related issues
- Coordinates Program and Agency efforts on coastal resource planning
- Interprets laws, regulations and guidelines within area of assignment including environmental planning, regional planning, and coastal resource protection.
- Develops and coordinates programs and work plans for the program area
- Responds to citizen, legislative, and municipal requests for technical assistance.
- Prepares and provides a variety of written communications including responses to letters of inquiry from local officials, governmental staff, and non-government organizations.
- Reviews plans for completeness, economic and technical feasibility and environmental impact.
- Provides leadership to bring together all parties (regional planning, state agency, local agencies, NGOs) to resolve problems and implement conservation design standards.
- Develops news releases as necessary to inform the public of upcoming events;
- Develops and maintains up to date information to be included on the website;
- Prepares documents and reports required by the federal grant award;
- Provides technical assistance for the Coastal Grants Program, Nonpoint Program, Stewardship and Federal Consistency;
- Participates in and presents information at meetings, committees, conferences, seminars, and workshops.
- Develops planning information for Program and partners
  - o Compiles and synthesizes Federal plans, Regional Plans, and LMCP plans into one Synthesis document.
  - o Develop list of projects that can be done at local level to address overarching plan priorities
- Works with Special Projects Coordinator on incorporating Best Management Practices that address nonpoint pollution for urbanized areas into local planning initiatives.
- Works with Grants Specialist and local communities to develop projects for grant proposals that further the principles established in the Marquette Plan and LMCP Synthesis document.
- Coordinates planning efforts with Regional Development Authority and Northwestern Indiana Regional Planning Commission staff regarding Marquette Plan.
- Partners with IL IN Sea Grant and other partners to develop Coastal Resilience Toolkit for use and adoption by local communities. Toolkit includes: Database of Best Management Practices

- (BMPs) and Best Available Technologies (BATs). Incorporate BMP tracking into Tipping Points decision support tool
- Develops and conducts/coordinates Training for local planning staff and municipal officials:
  - o Coastal Resilience Toolkit implementation,
  - o Project Bid/Scope development,
  - o Consultant selection- qualifications, bids, etc.
  - o Incorporating hazard considerations into comprehensive plans,
  - o Establishing/protecting priority wetland areas,
  - o Compliance – provide technical assistance to communities regarding regulatory requirements
- Provides technical assistance to Regional and Local planning entities regarding Coastal Resource Protection.
- Upon request the planner provides technical assistance to local planners & consultants regarding incorporating resilience and sustainable design principles in local comprehensive plans. Work to include:
  - o Review of local plans & recommends changes or projects
  - o Planning assistance to smaller communities
- Conducts some special projects coordination for the LMCP. Including:
  - o GIS support for programmatic initiatives
  - o Coastal Hazards and other Section 309 priorities
  - o Other projects as they arise

#### **Job Requirements:**

- o Bachelor of Science or Art from an accredited university or college in resource Planning and protection or related field. Graduate degree or comparable experience preferred.
- o Thorough and extensive knowledge of theories, practices, and principles of specialty area such as conservation design, Smart Growth principles, resiliency, ordinance development and natural resource protection.
- o Ability to effectively interact and collaborate with local, state and federal groups and government representatives on diverse array of project types;
- o Extensive knowledge of the organization, function and programs of the IDNR
- o Ability to develop and implement programs, define procedures, and prepare schedules to accomplish set objectives within established deadlines;
- o Ability to establish and maintain effective working relationships with staff and deal tactfully with a variety of individuals including community leaders, government officials and representatives from city, state and federal governments as well as Non-Governmental Organizations;
- o Ability to act as a mediator, when required, helping groups with conflicting objectives reach a consensus;
- o Demonstrated ability to develop and implement training program on planning topics for diverse audience
- o Broad knowledge of the physical and biological systems in the Lake Michigan coastal region;
- o Excellent written and verbal communication skills;
- o Knowledge and effective use of Microsoft Office products: word processing, spreadsheet, PowerPoint, and database software, and ArcGIS;
- o Ability to work independently;
- o Demonstrated project management experience - scope and budget development, oversight, and coordination
- o Ability to work on numerous projects simultaneously.

#### **Supervisory Responsibilities/Direct Reports:**

Incumbent does not supervise other employees. Reports directly to Program Manager (EX BB)

#### **Difficulty of Work:**

Incumbent performs duties under overall program policy guidelines established by the Division and Lake Michigan Coastal Program for coastal program projects. Analytical skills and flexibility are required to oversee projects in varying locations and at different stages of completion.

Incumbent performs work independently under Department and Division guidelines with minimal daily supervision or technical guidance. Questions of policy are referred to the Program Manager or Division Director. Work must be accurate and complete since mistakes can result in project delays and

or/ineffectiveness, increased expenses, frustrations and added costs, and impaired relations with other agencies and organizations.

**Responsibility:**

Incumbent is responsible for coastal resource planning assistance. This program is an integral component of the Coastal Program as a whole.

**Personal Work Relationships:**

Incumbent is in frequent contact with other personnel of the Division and Department, personnel from other state, federal or local agencies, local project sponsors, private consultants, environmental organizations, media representatives, landusers and residents from project watersheds, and the general public. All duties must be performed in an accurate, ethical, and courteous manner.

**Physical Effort:**

Incumbent works in an office environment. As such, the physical effort is generally limited.

**Working Conditions:**

Incumbent works primarily in an office environment, but at times must work outdoors under all types of weather and terrain conditions. Incumbent is expected to travel to all parts of the state for meetings and project duties at all times of the year and in varying weather conditions.