

**DEPARTMENT OF NATURAL RESOURCES  
POSITION DESCRIPTION**

**Working Title:** Brownfields, Outreach and Policy Section Chief

**Classification:** Natural Resources Program Manager

**Position Summary:** This position leads, directs and administers all policy, personnel, and budget activities as part of the program areas within the Brownfields, Outreach and Policy Section in the Remediation and Redevelopment (RR) Program, Environmental Management (EM) Division. Section chief positions within the EM Division are expected to perform their duties in service to the entire Division and with the full scope of the RR Program in mind. This position is responsible for developing, directing, coaching, mentoring and supervising permanent and LTE staff. This position serves on management teams and is expected to be an active contributor. Customer and partner groups may include DNR staff, citizens, citizen groups, industry leaders, tribal governments, and representatives from academia and all levels of government.

**Location, Geographic Scope, and Travel Requirements:** This position is located in Madison at the Natural Resources Building with responsibilities statewide. Occasional travel within the state and nationally is required.

**Scope of Authority:** This position works under the general supervision of the Program Director within the RR Program. Program functions within the section include: the federal brownfields program; the state brownfields initiative; brownfields policy development as well as statewide outreach and education for the RR Program.

**Responsibilities and Outcomes:**

This position has oversight for the following program areas and is responsible for producing technical, managerial and leadership outcomes achieved through key work processes and activities.

**40% Goal A: Management & Administration of Section Programs**

- A1. For each section program, establish strategy, scope, and direction in collaboration with EM and Program leadership, staff and with input from partners.
- A2. Identify policy direction and provide recommendations to Program and Division leadership.
- A3. Provide direction, leadership and review of technical matters within the section program area.
- A4. Assist in developing an annual business/work plan that details section goals, objectives, and measures consistent with the Program's and Division's Strategic Direction plans.
- A5. Participate in the development of issue briefs, budget initiatives, guidance, manual codes, administrative rule, etc.
- A6. Provide expert guidance on technical, managerial and/or administrative matters.
- A7. Provide direction and guidance to Program and Division leadership, staff and others on legislative matters and administrative rules; and provide testimony as assigned.
- A8. Provide direction related to the cleanup of environmental contamination management. Utilize financial and liability tools to determine redevelopment and real estate potential.

**25 % Goal B: Talent Development & Supervision of Section Staff**

- B1. Establish a clear vision and direction for staff on how section members will succeed. Ensure staff are aware of and understand the Department's, Division's and Program's mission, vision and goals.
- B2. Develop and discuss an achievable work plan for each section member.

- B3. Establish strong, effective, trust-based relationships within the section.
- B4. Provide guidance and mentoring on technical matters as needed.
- B5. Provide guidance and coaching on interpersonal matters as needed.
- B6. Monitor and track staff performance to ensure accountability and safety.
- B7. Develop a succession plan to ensure bench strength and knowledge management.
- B8. Make determinations on how to optimally shift resources as workload demands require.
- B9. Redirect staff time and workload to meet emerging needs. Clearly communicate the changes of work priorities and why the changes are occurring.
- B10. Monitor workplace dynamics (i.e. conflict management, respectful workplace) and address areas of under or non-performance and bring to a sustainable and productive conclusion.
- B11. Develop clear communications for staff to keep them apprised on Division news and changes.
- B12. Adhere to civil service, Department and Division protocols and practices required of classified supervisory staff (i.e. recruitment, hiring, performance reviews, etc.)

**15 % Goal C: Serve as a member of the Program management team(s)**

- C1. Collaborate on statewide direction, policy development and implementation on pertinent EM and RR Program issues.
- C2. Contribute to the Division's and Program's strategic direction and maintain integral involvement in decision making and information dissemination processes.
- C3. Ensure that issues germane to the section's programs are effectively integrated into the decision-making processes of operations and leadership teams.
- C4. Work with RR Program and project teams to establish section objectives and priorities to be used in making staff assignments.
- C5. Work with team members to develop and implement Program-wide evaluation processes to receive customer feedback and make continuous improvement to the RR Program.

**10 % Goal D: Performance Management of Section Programs**

- D1. Develop systems and processes to monitor the effectiveness of section program integration and consistent application of policies and procedures.
- D2. Collaborate with staff to pilot new, innovative initiatives, develop evaluation studies, develop surveys/feedback projects, and design quality improvement initiatives.
- D3. With Program and Division leadership, identify customer service related initiatives, activities, etc. to ensure responsiveness and enhance delivery of products and services.
- D4. Develop and direct section program performance measurement initiatives.
- D5. Prepare accomplishment and other required reports at the established intervals to track progress.

**10 % Goal E: Partnership Development related to Section, Program and Division**

- E1. Contribute to Program and Division communication strategies for internal staff and external partners.
- E2. Serve on teams, projects, working groups, ad hoc groups, committees, etc. to advance the awareness of RR Program goals and to promote Program effectiveness and implementation through outreach and education.
- E3. Work with other public agencies, quasi-public entities, non-government agencies, partner groups, and elected officials to gain understanding and support for section program objectives and to advance the RR Program's and Division's mission and strategic direction.
- E4. Assess potential new partnership opportunities and make recommendations to Program and Division leadership.
- E5. Inventory strength and effectiveness of existing partnerships and implement changes as appropriate.

**Knowledge, Skills, and Abilities:**

- Skill in organizational leadership.
- Skill in the development and implementation of policy and procedures, including monitoring and evaluation, common to the operation of a major program.
- Knowledge of budget management procedures and practices, including allocation and monitoring of fiscal and other resources, to ensure the operation of a major program.
- Skill in the techniques and procedures used to monitor, audit and evaluate management activities at different scales of complexity, i.e. statewide, district and local levels.
- Knowledge of the basic principles of human resources management.
- Skill in public policy analysis, environmental resource management, principals and issues.
- Knowledge of the brownfields and outreach initiative supervised within the program.
- Knowledge all aspects of the RR Program in Wisconsin.
- Knowledge of other DNR programs (e.g., waste, water, etc. ) as they pertain to the work of the Remediation and Redevelopment Program.
- Knowledge of state statutes, administrative rules, policies, and programs applicable to programs within the RR Program.
- Knowledge of DNR-specific policies and procedures pertinent to the RR Program.
- Skill in program management methods for a decentralized organization, including policy development, interpretation, implementation, monitoring and evaluation.
- Skill in administrative and management including strategic planning, resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures.
- Knowledge of programs within the section.

**Physical Requirements and Environmental Factors:**

Physical requirements include talking in front of and within groups, sitting for long periods of time, lifting and carrying 5 to 30 lbs. Environmental factors include working indoors in an office setting, independently traveling to offices around the state and occasional travel nationally.

**Equipment Used in Performing in the Position**

General office equipment, computers, PDA, projectors, virtual meeting hardware, fax machine, calculator, copy machine, and telephone.

**Telework Evaluation**

The duties and responsibilities of this position would be suitable for telecommuting occasionally from an alternative office location.