



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 1620

---

**WATER RESOURCE EDUCATION PROGRAM MANAGER**

GRADE K

**SCOPE OF WORK:**

Work involves activities associated with designing, implementing, and managing a statewide program to educate teachers, youth, youth leaders, and natural resource personnel on water resources. Education opportunities include school and college courses, workshops, seminars, training conferences, conventions, youth and adult educational events, and meetings.

**DUTIES PERFORMED:**

- Establish program goals and objectives; monitor and evaluate program to ensure that goals and objectives are met.
- Develop, monitor, and enforce policies related to program initiatives.
- Develop or participate in development of curriculum and curriculum guides at the primary, secondary and post-secondary education levels; coordinate with state and local education officials on program implementation.
- Serve as adjunct professor for college and university graduate and undergraduate credit courses; make presentations at various education opportunities.
- Establish a statewide network of facilitators made up of educators, organization leaders, and natural resource personnel to present and promote water resource education programs; prepare and develop facilitator certification program; recruit, select, train, and evaluate facilitators.
- Provide technical assistance, guidance, and consultation to groups requesting or engaged in planning and developing local, regional, and statewide projects relating to the program.
- Prepare and manage program grants, budgets, contracts, and agreements.
- Develop and maintain program materials and resources.
- Promote public awareness of water resources and education.
- Direct the preparation or prepare work plans, status reports, and evaluation reports.
- Develop and maintain an information system relating to program materials, resources, and current educational offerings.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

CLASS CODE: 1620

ND Class Specification  
Water Resource Education Program Manager

---

Requires a master's degree in education, planning, natural resource management, or a field closely related to the subject matter; and three years of program management experience that included the design, implementation, and evaluation of program components.

Eff. Date: 10/98

Rev: 7/12 – Conversion to Hay System