



---

**ENVIRONMENTAL SCIENCES ADMINISTRATOR**

**SCOPE OF WORK:**

Work involves planning, directing, and coordinating programs and staff to ensure effective management of the State's natural resources and to protect human health and the environment.

**DUTIES PERFORMED AT ALL LEVELS:**

- Analyze, evaluate, and coordinate technical and administrative data from a variety of sources to determine effective fulfillment of goals and objectives.
- Determine appropriate commitment of fiscal, human, and material resources.
- Serve in an advisory role to other governmental agencies, the general public, and in legal hearings.
- Develop, implement, and manage statewide environmental programs to achieve state, federal, and/or local goals or compliance with applicable laws, regulations, and standards.
- Develop and oversee project/program budget; complete grant applications; monitor expenditures to ensure effective use of available funds.
- Hire, supervise, train, and evaluate assigned staff.
- Plan and direct activities in the department's field programs; identify program needs, develop technical procedures for collecting and evaluating data.
- Represent the department to the public by providing information and technical assistance; receive and analyze input as to public needs.
- Plan and direct the permitting, inspection, and enforcement functions of assigned programs.
- Conduct environmental inspections or investigations, collect and analyze environmental data, recommend action to correct inadequacies or ensure compliance; manage databases.
- Develop and present conferences, seminars, and workshops to agencies, the regulated community, and the general public.
- Coordinate activities with other state and federal agencies, regulated communities, and stakeholders.
- Propose and recommend law, rule, and policy changes; review and comment on proposed federal regulations and policies.

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

**ENVIRONMENTAL SCIENCES ADMINISTRATOR I**  
GRADE O

5274

**LEVEL DEFINITION:**

Work at this level involves implementing and maintaining environmental programs and studies to promote effective management of the State's natural resources.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in a natural or physical science and three years of project/program management or administration work experience. A master's degree in a natural or physical science may substitute for one year of the experience requirement.

**ENVIRONMENTAL SCIENCES ADMINISTRATOR II**  
GRADE P

5275

**LEVEL DEFINITION:**

Work at this level involves primary responsibility for several environmental programs that require extensive coordination within the department and among federal, state, and local agencies.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Assess regulatory strategies; recommend or develop revised or new regulations.
- Ensure grants, contracts, budget objectives, and State's long range goals are met.
- Represent the Department and/or programs at legislative hearings; interface with the news media on public information matters.
- Assess the environmental impact of projects; prepare highly technical environmental impact statements or natural resources reports on health hazards, environmental control, and ecological assessments.
- Enforce compliance of environmental programs with federal and state laws and standards; resolve problems and deficiencies in projects to effectively utilize and protect natural resources.

ND Class Description  
Environmental Sciences Administrator

CLASS CODES: 5274  
5275

- Establish and maintain relationships with appropriate local, state, and federal environmental personnel and agencies; serve as a liaison for the Department/Division.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a natural or physical science and five years of project/program management or administration work experience that included supervision of staff. A master's degree in a natural or physical science may substitute for one year of the experience requirement.

Eff.Date: 09/82

Rev: 02/00 – Word processing conversion

Rev: 04/08 – Updated scope of work, level definitions, minimum qualifications, duties, factoring, and format

Rev: 07/12 – Conversion to Hay System