



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6065

DIRECTOR OF RESOURCES PLANNING

GRADE Q

SCOPE OF WORK:

Work involves activities associated with directing the planning division of the State Water Commission.

DUTIES PERFORMED:

- Design, implement, and maintain a complex state water plan for the state or a specific geographic area.
- Coordinate planning activities with local, state, and federal agencies and groups.
- Develop and monitor comprehensive water resources projects and programs.
- Manage and evaluate human, fiscal, and materiel resources.
- Develop, implement, and maintain an information/education program.
- Prepare and/or approve research proposals, studies, reports, and technical papers.
- Administer programs of work designed to rectify and alleviate critical water issues within the state.
- Build inter-agency coordination by representing the agency or acting in a leadership capacity on various councils, associations, committees, and task forces associated with water resource management.

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:

Requires a bachelor's degree in natural resource planning, business administration management or a related degree, and three years of experience in water resource planning and three years of management experience.

Eff. Date: 10/74

Rev: 05/90 – Revised due to change in duties

Rev: 03/99 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System