



Kentucky Personnel Cabinet Position Description

Position Number: 31068015 - Division Director

Position Description Effective Date: 01/16/2018 to 12/31/9999

Employee Name	Personnel Number	Supervisor Position Number
Akers , E Paulette	00184914	30044599
Organizational Title	Organizational ID	Organizational Short Text
Division of Conservation	10106088	57128
Employee Group	Personnel Subarea	Employee Effective Date
A - 18A	1000 - FT Exempt	01/16/2018 to 12/31/9999
Job Title	Job ID	Job Short Text
Division Director	20001933	01600V170916
Pay Grade		
00		

Statement of Duties: Briefly state the main function of the job

Provides overall general direction for the Division of Conservation. Administers the Soil Conservation Program for the Commonwealth of Kentucky.

Task No:1

Provides general guidance and supervision to division staff regarding program plans, development, implementation and evaluation of conservation programs across the state. Responsible for budget and personnel management functions of the division.

30%

Task No:2

Provides assistance to local conservation districts in the development and implementation of sound soil and water conservation programs. Develops and implements policy regarding enforcement of state and federal laws, rules and regulations relating to the Soil Conservation Program. Interprets policies, laws, regulations and guidance of the Commission and Cabinet and ensures implementation.

30%

Task No:3

Administers the conservation programs of the division to ensure through conservation districts, the availability of technical and financial assistance to the landowners of Kentucky.

20%

Task No:4

Represents the division and department in meetings, task forces or committees with the public, federal, state and local governments.

15%

Task No:5

Performs other duties as assigned.

5%

Task No:6

0%



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Task No:7

0%

Total Percentage

100%

Does the incumbent of this position conduct performance appraisals on subordinate employees?

No

Yes

If yes, list ALL JOB Titles(s) and Position Number(s) supervised.

30045638 - Program Coordinator, 30045639 - Asst. Director, 30045640 - Env. Scientist IV, 31021904 - IPA II, 30045644 - Env. Control Sup., 30045656 - Admin Branch Mgr.

Does the incumbent of this position supervise employees, inmates, interim employees, etc. which do not require the completion of a performance appraisal?

No

Yes

If yes, list all employees supervised and indicate the relationship to incumbent.

Are there any essential functions of this position that require an incumbent to:

Select Check Box to indicate as YES

Maintain a valid driver's license?

May be required to carry and/or use a firearm?

Lift heavy objects or work in uncomfortable positions for extended periods of time?

Be exposed to dangerous working conditions including rough terrain?

Frequently communicate in person or by other means of technology?

Spend a major portion of time using a computer?

Be exposed to contagious diseases?

Work overtime or alternate work schedules?

Others – Please Describe:

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