

NATURAL RESOURCES FORESTRY SPECIALIST, SENIOR

The Division of Forestry is organized both hierarchically and by geographic unit. In the field, it is organized geographically (from smallest to largest) into Field Stations, Areas, and Regions. Field positions report administratively to their respective supervisor and receive program direction from Central Office staff. Classification level is a function of both the size of the geographic unit and the responsibility for program(s). Central Office jobs typically have a statewide focus and varying levels of program responsibility.

KIND OF WORK

Professional forest resource management work.

NATURE AND PURPOSE

Under limited supervision, plan and/or implement forestry programs at the Field Station or Area level OR direct small-scale statewide programs or a portion of a large statewide program. There are three primary types of positions within the NR Forestry Specialist, Senior classification: 1) Field Forester - responsible for administration of all forestry programs at a Field Station including leadwork for professional and technical staff; 2) Area Program Staff - typically coordinate two or more programs in an Area (e.g., Private, Cooperative and/or State Forest Management; Urban Forestry; Forest Roads; Fire Management); and 3) Central Office Program Specialist - have overall responsibility for small-scale programs or provide significant leadwork or significant independent responsibilities within a larger program.

The Senior level differs from the Intermediate level in the breadth of responsibility as well as discretion: NR Forestry Specialists, Intermediate do not have overall responsibility for a geographic area or a small program. Unlike the Seniors, Intermediates receive direction from an on-site supervisor who reviews their work as it is in progress.

NR Forestry Specialist, Senior positions differ from higher level positions in having a smaller scope of responsibility (i.e., a Field Station or small program, for instance, rather than all Area programs, or a technically deep specialized regional or large statewide program. Positions at the NR Forestry Specialist, Senior level concentrate on program implementation rather than oversight and review. They do not have direct responsibility for the allocation of large budgets and are not typically responsible for program policies, procedures or direction.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administer and organize Division of Forestry program implementation at the Field Station level so that program tasks are accomplished efficiently by assigning specific programs to the NR Forestry Specialist, Intermediate

and tasks to Forestry Technicians and evaluating their accomplishments, and developing and implementing forest development projects using multiple-use forest management principles.

Coordinate program implementation with other department disciplines so that conflicts in approaches and goals can be resolved by meeting with employees of other divisions to discuss problems, sending information on forestry activities to employees in other disciplines, and recommending cooperative projects.

Coordinate particular program activities in an Area so that program practices are consistent with statewide standards by reviewing and monitoring Area projects, pointing out specific deficiencies, and allocating program budgets on a project-by-project basis.

Administer program activities at the statewide level by developing, implementing, and evaluating plans and project proposals; compiling records; evaluating accomplishments; making reports and recommending policy to higher level positions.

Train division staff in program procedures and techniques so that programs are implemented consistently across the state by preparing informational memos and reports, assisting employees on a one-to-one basis, and advising them on projects.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Forest management theory and techniques sufficient to plan and organize the management activities of a Field Station, oversee program management practices within an Area, act as lead worker for professional employees and contractors doing forest inventories and/or direct small-scale statewide programs or a portion of a large statewide program.

Division policies and procedures governing program activities sufficient to follow them in fighting fires, developing forest tracts, conducting timber sales, building roads, and managing public and private forests.

State policies and procedures for contract administration sufficient to write technical specifications, bid out contracts, and award bids.

Skill in:

Human relations sufficient to assign and monitor the work of subordinate staff; resolve problems with loggers, clients, the public, and other employees; conduct training classes; and represent the division on committees and task forces.

Oral and written communications sufficient to prepare reports and promotional materials; give presentations to school children and the public; and explain division policies to disgruntled loggers, private land owners, contractors, etc.

Ability to:

Deal effectively with others using the appropriate style when necessary (e.g., friendly, cooperative, enthusiastic, firm, non-combative, etc.) sufficient to further division programs with individuals who may not be supportive.

Evaluate personnel training needs and arrange and/or conduct appropriate training sufficient to ensure that subordinate personnel are functioning at the highest level possible.

Est.: 10/89

Rev.:

T.C.

Former Title(s):