

## NATURAL RESOURCES FORESTRY SUPERVISOR

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

Supervisory forest resource management work.

### NATURE AND PURPOSE

Under administrative direction, administer and supervise forestry operations and programs. This class is used in three distinct functional areas within Forestry: 1) Area Supervisor with overall supervisory and program implementation responsibility for an Area; 2) Regional Program Supervisor with responsibility for the direction and implementation of several regional programs as assistant to the NR Forestry Regional Manager, and the supervision of NR Forestry Regional Specialists and support staff; and 3) Program Supervisor with responsibility for the direction, including direct supervision of staff, of a statewide program of substantial size or impact (i.e., nursery program, rural fire protection) so that forest management objectives are met; perform related work as required.

Positions in this class differ from NR Forestry Assistant Supervisor positions in Areas by having overall Area responsibility, and in the nurseries by having overall responsibility for programs coordination. They differ from positions in the NR Forestry Program Supervisor class by having responsibility for directing all Area programs and operations; or several programs in a Region while functioning as assistant to the NR Forestry Regional Manager; or a statewide program of more substantial size or impact; or coordination of the nurseries program, which involves supervising the NR Forestry Program Supervisor at each nursery. This class differs from NR Forestry Administrative Supervisor in having a narrower scope of authority (Region or Area, rather than statewide programs, or a specific statewide program rather than several). In an Area, this class differs from the NR Forestry Regional Manager class by having responsibility for an Area rather than a Region; and in its role as the assistant rather than overall manager at the regional level.

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

Administratively supervise Area or program staff to ensure the effective allocation of human resources by interviewing and selecting staff affirmatively; assigning, scheduling, directing and evaluating work performance; recommending achievement awards; and disciplining subordinate staff.

Represent an Area or program to the public, legislature, other jurisdictions and organizations to ensure accurate and prompt dissemination of information concerning forest resource management practices and programs by giving oral presentations, writing articles, communicating with interested parties, and delegating and directing subordinate staff in these activities.

Manage budgets to effectively meet Area program needs by contract administration, preparation and justification; requesting, monitoring and evaluating budgets; and preparing spending plans.

Participate in regional and statewide policy planning to contribute knowledge of Area to decision-making process by making recommendations and discussing proposals.

Direct planning for Area or program operations to ensure clear, organized direction for staff by writing annual work plans and long-range fire plans.

Evaluate the effectiveness of programs to ensure that they are meeting division objectives by analyzing program results and costs, taking corrective actions when necessary, and recommending new procedures or efforts.

Direct implementation of all Forestry programs in an Area or a major statewide program so that program targets are met and services are provided in an effective and efficient manner by assigning work to staff, monitoring performance and adherence to goals.

Coordinate public information and education activities for an Area/program so that interagency cooperators, public and private sector individuals and groups receive information and to increase public awareness of Division practices and policies by supervising the preparation of brochures and press releases and making presentations to the public, industry or special interest groups.

Direct regional operations in the NR Forestry Regional Manager's absence so that regional operations continue to run smoothly by supervising staff, resolving resource and public relations problems, and approving expenditures.

Set prices for nursery stock so that the nursery system is self-supporting.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Human resources policies, procedures and bargaining unit agreements sufficient to resolve personnel problems; create and fill positions; reward and discipline employees; and assign, schedule and direct work.

Forest resources management principles and practices sufficient to determine an Area or program direction; plan work and set goals; monitor and evaluate accomplishments; and to discuss forestry issues with outside individuals or groups, legislators and other forestry professionals.

Operations, problems, policies and procedures of Area/program sufficient to direct work, set goals and evaluate effectiveness of practices of an Area or program.

Division organization, policies and procedures to carry out and advise staff in proper methods for accomplishing work and initiating change.

DNR and state practices regarding procurement, contract administration and budgets sufficient to control the bid solicitation process, prepare budget requests and authorize expenditures and payments.

Organizations and their structures that have purposes that complement or conflict with the division in order to sufficiently develop positive working relationships with them.

Local, state and federal political processes sufficient to communicate information to political decision makers.

#### Skill in:

Human relations sufficient to supervise, motivate, and resolve problems with employees.

Administration sufficient to plan and structure work, monitor procedures and accomplishments and detect problems in quantity or quality of work.

Oral and written communication sufficient to clarify and defend practices and policies to a variety of audiences including the legislature and the media; negotiate agreements and resolve problems with individuals, loggers, consultants, public interest groups, local government, other state agencies, the federal government and representatives of forest industries; and communicate clearly and consistently with subordinate and other DNR staff.

Use of forestry instruments, equipment and techniques sufficient to evaluate training needs of staff.

Ability to:

Plan sufficient to organize and implement new initiatives or programs for an Area or program, introduce new technology or reorganize existing staffing.

Delegate assignments, authority and responsibilities sufficient to accomplish an Area or program objectives.

Develop and control budget sufficient to allocate funds to projects and administrative costs, anticipate potential problems, and solve anticipated budget shortages.

Communicate effectively by presenting information verbally and in writing by preparing reports, plans and articles and making presentations to the public sufficient to maintain an effective public relations program.

Est.: 10/89

Rev.:

T.C.:

Former Title(s):