

NATURAL RESOURCES FORESTRY PROGRAM COORDINATOR

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 statewide forestry program development and implementation work.

NATURE AND PURPOSE

Under administrative direction, develop annual and long-range work plans and targets, prepare spending plans, monitor work, and recommend policies for a specific statewide program or programs; perform related work as required. Incumbents are responsible for program accomplishments and failures. For allocation at the NR Forestry Program Coordinator level, a position must direct a program(s) that a) is implemented by field staff in virtually all areas of the state; b) has a large yearly budget (whether or not that budget is entirely controlled by the coordinator); and c) has a technical rather than an administrative emphasis.

This class differs from the NR Forestry Regional Specialist and NR Forestry Specialist, Senior classes in having statewide responsibility for a large-scale program. It differs from the NR Forestry Program Consultant class in that it does not require the same depth of technical specialization.

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

Develop Forestry program guidelines and procedures so that programs are administered consistently across the state by analyzing statewide resource trends and patterns, identifying needs and problems, and developing program goals and objectives.

Serve as statewide technical expert in a particular program area so that programs are innovative and plans can be made for long-range resource needs by researching new information, advising technical staff, and integrating current technical information and techniques with political and scientific concerns.

Draft legislative proposals and special reports and review bills proposed by legislators to ensure they contain sound Forestry management practices by analyzing current resource information, identifying program needs, and delineating proposals to meet program needs.

Testify or brief NR Forestry Section Manager or NR Forestry Assistant Director before they testify at legislative hearings to that the legislature receives accurate and complete information by preparing background material on particular issues, anticipating problems or objections, and assembling relevant data.

Coordinate program activities with other agencies and groups affected by program policies and procedures so that these agencies and individuals work with rather than against the department by briefing or meeting with individuals or organizations on management problems or issues, assembling and providing information on resource issues, and attending or chairing public meetings.

Coordinate the program work of NR Forestry Regional Specialists so that Forestry programs are administered consistently across the state by establishing statewide program goals, monitoring program accomplishments, and advising the NR Forestry Regional Specialists on technical and administrative problems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Rules, regulations and procedures governing a specific Forestry program sufficient to solve unusual or difficult problems, advise field staff, determine future program directions, and evaluate program work.

Division programs, policies and procedures sufficient to make program decisions that are compatible with other policies and programs in the division and department.

Program activities in all parts of the state sufficient to devise workable procedures for obtaining data and for operating programs; and to devise and recommend program policies.

Skill in:

Human relations sufficient to motivate and obtain commitment from NR Forestry Regional Specialists who do not report directly to the Coordinator.

Persuasion sufficient to convince staff to take new approaches to issues and to explain and resolve complex program problems with other agencies, public interest groups, legislators, and the public.

Written and oral communications sufficient to speak or write to large or small groups, legislative committees, officials of other agencies, private groups or the public; to write convincing and well-documented reports on resource issues; and to conduct training sessions with division staff or outside groups.

Planning sufficient to develop a systematic planning process for a program and produce biennial work plans.

Budgeting sufficient to allocate program funds to regional programs and to monitor expenditures.

Organization sufficient to monitor diverse projects across the state.

Est.: 10/89
Rev.:

T.C.:
Former Title(s):