

## NATURAL RESOURCES FORESTRY PROGRAM 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, supervise and administer a statewide Forestry program of moderate size or impact, or a nursery, so that forest or nursery management objectives are met.

This class primarily differs from the NR Forestry Specialist, Senior; NR Forestry Regional Specialist; and NR Forestry Program Coordinator classes in having overall responsibility for administering and implementing a statewide or nursery program which includes formal supervisory responsibilities for a moderate-sized staff which is generally located in one geographic location. It differs from the NR Forestry Supervisor and NR Forestry Administrative Supervisor classes by having primary responsibility for a single program, a program with less direct impact on forest resources, or a program with less technical depth.

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

Supervise 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.

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.

Manage budget to effectively meet program needs by preparing, justifying, requesting, administering, monitoring and evaluating budgets, and preparing spending plans.

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.

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.

Direct/plan program operations to ensure clear, organized direction for staff.

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

Direct implementation of a specific 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.

#### 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 or nursery management principles and practices sufficient to determine program direction, plan work and set goals, and monitor and evaluate accomplishments.

Division organization, policies and procedures to carry out and advise staff in proper methods to accomplish work and initiate 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.

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

Skill in:

Oral and written communications sufficient to give instructions and assignments clearly and convey expectations to staff, to prepare program reports, and to discuss and resolve problems with other supervisors and program coordinators.

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.

Ability to:

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

Est.: 10/89  
Rev.:

T.C.:  
Former Title(s):