

NATURAL RESOURCES FORESTRY ADMINISTRATIVE 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 statewide forest resource management work.

NATURE AND PURPOSE

Under general direction, plan, administer and evaluate several statewide forest resource management programs within a section of the Division through supervision of staff and programs to ensure that procedures, goals and achievements are effective. Responsibility extends to resolution of sensitive political and internal problems, allocation of large budgets, planning new initiatives, policy development, and establishing priorities in funding and direction among programs; perform related work as required.

This class differs from the levels below it (NR Forestry Program Coordinator, NR Forestry Program Supervisor, NR Forestry Program Consultant) by its broader scope of responsibilities (i.e., several programs for this level; usually one or two for the others) and more general administrative oversight, rather than the lower levels' greater emphasis on program implementation. It differs from NR Forestry Section Manager class in overall breadth of responsibility. Unlike NR Forestry Administrative Supervisors, the NR Forestry Section Managers contribute to overall division policy as members of the management team and typically oversee the work of several subordinate supervisors.

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 programs 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 programs to the public, legislature, other jurisdictions and organizations to ensure accurate and prompt dissemination of information concerning forest resource management programs and policies by making speeches, writing articles, communicating with interested parties and delegating and directing the work of subordinate staff in such activities.

Direct staff in administration of programs' operations to ensure effectiveness by planning, recommending policies, setting goals, monitoring work in progress and evaluating accomplishments.

Manage budgetary resources to efficiently meet program needs by preparing, justifying, monitoring and evaluating budgets and developing statewide spending plans.

Provide, or direct provision of, technical resource staff support to management of the division and department by advising and counseling on policy/program issues and administration of special projects.

Direct and coordinate legislative, rule-making and litigation activities for programs to contribute to effectiveness of those activities by proposing, developing, supporting, monitoring, evaluating, and reporting on these activities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Forest management principles and practices sufficient to evaluate the accomplishments and problems of the programs and to discuss forestry issues with outside groups, legislators, and other forestry professionals.

Operations, problems, policies and procedures of a number of forestry programs sufficient to set goals and oversee and integrate the programs in the unit.

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.

Division organization, policies and procedures sufficient to advise staff on the proper methods for initiating changes or resolving problems with other units.

State and DNR budgeting practices sufficient to prioritize, allocate and monitor expenditures for large budgets.

Skill in:

Communications sufficient to clarify policies, negotiate agreements, and resolve problems with loggers, consultants, public interest groups, and representatives of the forest industry, other state agencies and the federal government.

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 and quality of work.

Ability to:

Plan sufficient to organize and implement new initiatives or programs for the unit, introduce new technology, or reorganize existing staffing.

Est.: 10/89
Rev.:

T.C.:
Former Title(s):