

NATURAL RESOURCES FORESTRY SECTION MANAGER

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

Managerial statewide forest resource management work.

NATURE AND PURPOSE

Under general direction, manage one section of Forestry's statewide operations, including responsibility for determining, securing and allocating the human, financial and other resources needed to accomplish objectives; make decisions as a member of the Director's Management Team so that policies and goals of the division are effective and consistent; perform related work as required.

This class differs from the NR Forestry Administrative Supervisor class by its participation in decision-making for the division via the Management Team, its responsibility for policy and direction of all the forestry programs in a section, and the intensity of problems and controversies addressed. This class differs from the NR Forestry Regional Manager class in having a statewide rather than regional focus, and an emphasis on overall division policy rather than implementation. It differs from the NR Forestry Assistant Director class in having a more limited scope of responsibilities and a greater emphasis on section rather than divisionwide activities.

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

Manage budgetary resources to efficiently meet section needs by directing the preparation, justification, maintenance, monitoring and evaluation of the section budget.

Represent the section and the division 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 subordinate staff in such activities.

Manage legislative, rule-making and litigation activities of the section to ensure the effectiveness of those activities by developing legislative proposals and rules, responding to or initiating litigation, working with the Attorney General's Office, and directing the work of staff in these activities.

Participate in division and department management to achieve the section's and division's administrative goals through participation on the Director's Management Team and by directing the division in the absence of the Director or Assistant Director.

Direct staff in the administration of section operations to ensure effective operations by planning work initiatives, establishing policies, setting goals, monitoring work in progress and accomplishments, and directing the training of staff.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Forest management principles and practices sufficient to evaluate the quality of work produced by staff; answer questions about Forestry issues from legislators and officials of resources organizations, logging companies and companies using timber; and to offer suggestions for the resolution of technical problems.

Forestry issues and problems as they are regarded by state and national special interest groups sufficient to anticipate problems with Forestry policies and procedures; to allay the concerns of these groups and avoid confrontations; and to structure the section's work, when possible, so that it is acceptable to widely varying interests.

Human resources policies, procedures and bargaining unit agreements sufficient to resolve personnel problems and issues that supervisors have been unable to resolve and to represent management at grievances.

Skill in:

Communications sufficient to testify before committees and the legislature, conduct meetings effectively, write letters and reports, and clearly and thoroughly explain decisions.

Negotiation sufficient to achieve consensus with outside groups or agencies on problems related to the section's activities or practices.

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

Human relations sufficient to supervise a large staff, solve personnel problems, and diffuse negative and hostile situations with individuals outside of the department who are critical of the division's practices.

Ability to:

Provide leadership for a large Forestry section sufficient to define its direction, gain commitment to goals from employees and outside groups, and motivate employees to do their best work.

Develop and monitor budgets sufficient to evaluate supervisors' requests for program funds; determine priorities among competing programs; draft budget requests; and support them, if necessary, before the legislature.

Make decisions sufficient to choose the best of less than perfect alternatives in controversial and difficult situations, make complex decisions rapidly in emergency situations, explain the reasons behind decisions and withstand criticism.

Est.: 10/89
Rev.:

T.C.:
Former Title(s):