

STATE OF MINNESOTA
CLASS SPECIFICATIONClass Code: 2979
Barg. Unit(s): 216**NATURAL RESOURCES FORESTRY ASSISTANT SUPERVISOR****KIND OF WORK**

Supervisory forest resource management work.

NATURE AND PURPOSE

Under limited supervision, assist in the administration of a Forestry Administrative Area, or a tree nursery, by: 1) supervising Area field support staff or nursery technicians and laborers; 2) directing contract administration; 3) managing a forestry program at the Area administrative level; and 4) directing Area or tree nursery operations, for all Area or nursery functions, in the Forestry Supervisor's absence.

These positions differ from NR Forestry Specialists Senior positions in their official supervisory responsibilities and authority, and their greater influence in Area organization and policy-making through collaboration with the NR Forestry Supervisor. They differ from NR Forestry Supervisor positions in their responsibility for a portion of an Area or nursery's work as assistant to the NR Forestry Supervisor, rather than the entire organization.

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

Supervise Area field support staff including seasonal forest protection staff, technicians, field foresters, and foresters, to ensure the effective allocation of human resources by interviewing and selecting staff affirmatively; assigning, scheduling, directing, and evaluating work performance; approving satisfactory performance salary increases and achievement awards; and disciplining subordinate staff. Supervise all Area staff and direct all Area programs and operations in the Area Supervisor's absence.

Administer assigned program at the Area administrative level so that Division of Forestry program goals are met by 1) interpreting program policy, developing program goals and objectives; 2) managing Area field operations; 3) assigning work, inspecting and evaluating program activities; 4) developing alternative work plans to resolve performance issues; 5) monitoring the development of bid specifications and administering contracts; 6) developing program budgets; and 7) solving administrative problems.

Disseminate information on forestry issues so that the public is well informed on resource issues by making presentations to interest groups and local units of government, coordinating public meetings, and answering requests for information.

Direct forest tree nursery lifting and shipping operations so that optimum seedling quality is assured and shipments are delivered in a timely manner by coordinating seedling orders with lifting schedules, monitoring field crew performance, and monitoring shipping stock inventories.

Direct and implement the procurement, extraction, and analysis of the nursery's tree seed and cone program so that seeds and cones are available for nursery and Area needs by purchasing seed for exotic and locally unavailable species from commercial sources, administering containerized seedling seed order requests, seed preparation, analysis and delivery, and processing seed requests.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Forest eco-system management, or tree seedling development, science, theory and techniques sufficient to

protect and manage complex forest eco-systems, monitor program activities, suggest improvements, supervise staff, and plan program goals for the Area or nursery.

Minnesota State statutes governing natural resources policy and procedure, and Department of Natural Resources and Division of Forestry policies and procedures governing all programs sufficient to ensure that Area, or tree nursery, programs operate within statewide guidelines; advise and supervise program staff; and explain procedures to loggers, interest groups and the public.

State contract administration practices sufficient to manage contract administration, write technical specifications, monitor contractors' work, and approve or deny payment.

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

Proper equipment maintenance and use sufficient to oversee the care and inventory of Area equipment.

Skill in:

Human relations and conflict resolution sufficient to motivate and supervise staff and resolve problems between staff members or with clients or the public.

Oral and written communications skills sufficient to explain policy and administrative decisions to staff and the public; write informational materials; answer inquiries; give presentations to public, industry and school groups; and coordinate public meetings.

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

Salary Plan: <http://www.doer.state.mn.us/lr-salary/lr-salary.htm>

Est.: 11/11/89

Rev.: 10/18/06

T.C.:

Former Title(s):

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