

NATURAL RESOURCES FORESTRY AREA SUPERVISOR

KIND OF WORK

Supervisory forestry and administrative work.

NATURE AND PURPOSE

Under administrative direction, an employee in this class oversees, administers, and directs the activities of a Division of Forestry Field Administrative Unit (Area). An employee in this class performs the following supervisory responsibilities: assigning and controlling flow of work, changing and/or modifying procedures, training employees, effectively recommending hiring and disciplinary action, and conducting performance evaluations; performs related work as required.

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

Supervises field unit(Area) staff to ensure employees are productive, goals are met, and bargaining unit contracts are administered appropriately by recruiting, interviewing, and hiring employees, by setting work schedules, by evaluating performance of staff, by conducting reviews of investigations and carrying out both oral and written disciplinary actions, by recommending achievement and approving or disapproving progression increases, by directing personnel development.

Directs forestry programs implemented from the field office ensuring program work is handled effectively and efficiently and within statewide parameters by coordinating team interaction within the field office, by assigning program responsibilities to foresters, by evaluating the effectiveness of the programs, by establishing links to adjoining field units to enhance consistency and efficiency of field operations.

Develops and administers the Field Unit budget to ensure funds are expended efficiently, legally, and within budget limits by developing budget requests by project, activities, and programs, by overseeing the use of funds by field program foresters, by allocating funds for specific uses and programs, by analyzing spending patterns, by reviewing project proposals and spending requests to establish priorities.

Oversees all administrative activities for the field unit so that staff have the resources needed to accomplish the mission and goals of the MN DNR by determining equipment needs and priorities, by monitoring equipment maintenance and use, by reviewing equipment inventories, by determining building and facility needs, by approving major equipment purchases, by overseeing payroll, bill paying, and contract administration.

Represents the Division of Forestry to other organizations and jurisdictions, as well as, the public to resolve conflicts and disseminate accurate information about forest management practices by establishing and developing contacts with the media and other organizations, by developing cooperative relationships with community groups and local government, by resolving conflicts and recommending solutions to issues with the public and other divisions or agencies.

Participates in regional and state wide Forestry policy planning so that changes and plans are realistic and effective by formulating and recommending policy and procedure alternatives, by participating in state wide and regional policy committees and task force groups.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

Integrated natural resource management principles and practices sufficient to plan work and set goals, monitor and evaluate accomplishments, and discuss natural resource issues with the public, legislators, and other natural resource management professionals.

Operations, problems, policies, and procedures for the field office sufficient to direct work, set goals, and evaluate the effectiveness of practices being implemented in the field.

State, division, organization, and team policies, and procedures sufficient to carry out and advise staff in the proper methods for accomplishing work, solve problems, and implement solutions.

State policies and procedures for contract administration sufficient to write technical specifications, bid out contracts, and award bids.

Skill in:

Human relations sufficient to supervise, motivate, and resolve problems with employees.

Conflict resolution sufficient to resolve integrated resource management problems between the Division of Forestry and other department divisions, resource management agencies, or the public.

Ability to:

Delegate tasks, responsibilities, and authority sufficient to accomplish assigned program objectives.

Communicate effectively by presenting information in both verbal and written form through reports, plans, articles, and making presentations sufficient to maintain an effective public relations program.

Perform physically demanding tasks and operate in adverse or extreme environmental conditions sufficient to accomplish site investigations, observations, or other related duties.

Est.: 2/94

Rev.:

T.C.:

Former Title(s):