

**CLASS TITLE: CHIEF DIVISION OF FOREST ENVIRONMENT (DEM)**

**Class Code: 02511500**

**Pay Grade: 40A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Environmental Management (DEM), to plan, direct and administer a program of forest management and conservation on state-owned private lands and other natural areas; to prepare the annual budget for the Division and supervise the expenditure of funds for Forest Environment and State Forest Grant Programs; to ensure compliance with the USDA Forest Service Cooperative Forestry Grant Program including Forest Health, Forest Fire Protection, Forest Stewardship, and Urban and Community Forestry programming; to assume a senior management role within the Department regarding forest environment issues; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance to laws, policies, rules and regulations.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of the technical, operational and clerical staff of the Division.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Environmental Management (DEM), to plan, direct and administer a program of forest management and conservation on state-owned private lands and other natural areas.

To prepare the annual budget for the Division and supervise the expenditure of funds for Forest Environment and State Forest Grant Programs.

To ensure compliance with the USDA Forest Service Cooperative Forestry Grant Program including Forest Health, Forest Fire Protection, Forest Stewardship, and Urban and Community Forestry programming.

To assume a senior management role within the Department regarding forest environment issues.

To recommend and draft projects which may be eligible for federal grants from the United States Forest Service for related forest resource programs.

To prepare annual State Financial Plan requirements for federal grants and supervise the administration of the Cooperative Federal Grant Programs in Forest Fire Control, Forest Stewardship, Forest health, and Urban Forestry.

To represent the state at local, regional, and national meetings regarding forest environment protection and management topics.

To study and evaluate the resources of the State forests and forest lands, make recommendations for the conservation and proper use of such resources and related amenities, and facilitate the development and enhancement of such resources to improve their condition and value.

To ensure the proper utilization of such resources in accordance with scientific and ecologically sound forest and wildlife management principles for protection of the same against fire, insects, diseases, corrosion and other depredations.

To administer and be responsible for the forest fire protection, development and utilization of the resources of the state including fire prevention, detection and pre-suppression on a statewide basis in cooperation with local cities and towns and volunteer organizations.

To be responsible for the proper implementation of the Forest Land Classification Law.

To develop and maintain good working relationships with local tax assessors and forest landowners.

To plan and direct a public relations and educational program to promote a better understanding of the management initiatives and objectives of the Division regarding forest environment programs.

To develop cooperative inter-state and regional plans and consult with various state and federal officials relative to inter-state plans for general conservation of forest lands and related conservation values.

To be responsible for drafting and implementing divisional policies, rules and regulations to include training manuals, handbooks, operational plans, and procedures and guides for forest health and forest fire control for divisional personnel.

To supervise the Division's various administrative functions including budgets, oversight of staff, purchasing, maintenance of records, preparation of reports and inventory systems.

To prepare regular and special reports.

To prepare and implement annual work programs for the Division.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and methods of forest management and conservation, and the ability to apply such knowledge in planning, directing, and administering a statewide forest management, conservation and environment program; a thorough knowledge of the principles, practices, and techniques of forest fire administration and preparedness and the ability to apply such knowledge in the prevention, detection, pre-suppression, and suppression of forest fires; knowledge of state and local laws relating to forest taxation, forest fires, and forest land development and utilization; the ability to draft and implement divisional policies, rules, and regulations; the ability to supervise, manage, coordinate, and train subordinate staff members; the ability to develop a sound public relations and information program; the ability to prepare an annual budget, handle fiscal matters, and prepare regular and special reports; the ability to make decisions under emergency and otherwise high pressure conditions; the ability to establish and maintain effective working relationships with federal and state officials, other state agencies, representatives of local cities and towns, and the public; the ability to communicate effectively both verbally and in writing; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a Master's Degree from a college of recognized standing in Forest Management, Forest Ecology, Horticultural Science, Environmental Education, or Natural Resources, or a Master's Degree from a college of recognized standing in in Public Administration including or supplemented by completion of undergraduate degree courses in Forest Fire Management, Landscape Ecology, Forest Pathology, Forest Entomology, Urban Forestry, Silviculture, Horticultural Science, or Wildlife Management; and

**Experience:** A minimum of seven (7) years of employment in a responsible supervisory and administrative position involving the management and conservation of forest resources on public and private lands and in the direction of forest fire suppression, forest health, forest stewardship, urban forestry programs and associated financial planning and grant management.

Class Revised: August 26, 1979

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