

## **CLASS TITLE: COOPERATIVE FORESTRY PROGRAM SUPERVISOR**

Class Code: 02746900

Pay Grade: 30A

EO Code: B

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Deputy Chief or Chief, Division of Forest Environment in the planning, direction and administration of a cooperative forestry program of forest management and conservation on private lands, land trusts and municipalities and other natural areas; to administer federal grants and supervise the delivery of services for division programs that include, forest stewardship, forest fire program grants, forest health, urban and community forestry; to plan, coordinate and assure compliance with all federal and other grant entity rules; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement; work is periodically reviewed through conferences and submitted reports for results obtained and compliance with established policies and objectives.

**SUPERVISION EXERCISED:** Plans, directs, coordinates, supervises and reviews the work of senior staff, field staff, clerical staff and other subordinates engaged in the cooperative forestry programs of the Division of Forest Environment.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Deputy Chief or Chief, Division of Forest Environment in the planning, direction and administration of a cooperative forestry program of forest management and conservation on private lands, trusts and municipalities and other natural areas.

To administer federal grants and supervise the delivery of services for division programs that include, forest stewardship, forest fire program grants, forest health, urban and community forestry.

To plan, coordinate and assure compliance with all federal and other grant entity rules.

To assist in the administration of the forest fire protection grants to local cities, towns and volunteer organizations.

To represent and act as Deputy Chief or Chief of the Division, when authorized, in his/her absence including the direction of all divisional activities within an assigned section.

To study and evaluate the resources of forest lands within the state and to make recommendations for the conservation and proper use of such resources and related amenities.

To make recommendations for the utilization of forested lands in accordance with scientific and ecologically sound forest management principles, for the protection of such resources against fire, insects, diseases erosion and other depredations.

To make recommendations for the development and enhancement of forested lands through silvicultural treatment reforestation, reseeding and other methods to improve their condition and value.

To assist in programs with other agencies and local governments and non-governmental partners in urban programs relating to trees, green belts and environmental forestry.

To assist the Chief and Deputy Chief in the annual budget preparation and implementation of annual work programs.

To draft cooperative interstate and regional plans with various state and federal officials and non-governmental partners concerning general conservation of forest lands and the environment.

To compile data necessary for drafting projects under cooperative federal grant programs in Forest Fire Control, Forest Management, Urban and Community Forestry, Reforestation and other federal manpower grant programs.

To develop and implement training sessions as needed, for divisional personnel including occupational safety standards for all divisional operations.

To be responsible for administering state laws, personnel rules and regulations related to forestry activities, use of state lands and forest fires.

To serve in a public relations capacity for divisional programs.

To possess a working knowledge of, existing State rules and regulations pertaining to division operations and ensure compliance of the same.

To be knowledgeable and responsible for state and federal programs within the division.

To draft and review Environmental Impact Statements relative to forest resources as required.

To prepare monthly, annual and other progress reports as required, especially those necessary for federal aid cooperative programs.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and methods of forest management and conservation, and the ability to apply such knowledge in assisting the Deputy Chief or Chief in planning, directing and administering a statewide forest environment program; a thorough knowledge of state and local laws relating to forest taxation, forest fires and forestland development and utilization; a working knowledge of the principles, practices and techniques of forest fire administration and preparedness, and the ability to apply such knowledge in assisting a superior in the prevention, detection, pre-suppression and suppression of forest fires; the ability to interpret and implement divisional policies, rules and regulations; the ability to study and evaluate the forest resources of the state, make recommendations, and prepare reports; the ability to administer multiple federal grants from the application to the close out, and ensure full compliance of the terms of those grants; the ability to assist the Deputy Chief or Chief by relieving him/her of administrative details; the ability to train, supervise and review the work of subordinates; the ability to develop and maintain good public relations; the ability to foster positive public relations and productive working partnerships; the ability to utilize organizational and interpersonal skills to solve problems; the ability to utilize oral and written communication skills to improve processes; the ability to make decisions under emergency conditions; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree specializing in forest management, urban forestry, horticultural science, forest fire science, forest ecology or other related natural resource science; or a Bachelor's Degree in Public Administration including or supplemented by completion of courses in forestry, silviculture, forest fire science, horticultural science, urban forestry, forest entomology, environmental education, wildlife management or other related natural resource science; and,

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative position involving the coordination and management of programs involving the management, protection, and conservation of urban and rural forest resources.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 3, 2017