

FORESTRY SUPERVISOR IV

This is technical and administrative supervisory work involved in the research, development and/or execution of a major phase or phases of the Forest Resources program having statewide impact. Employees plan, assign, and review the work of subordinate Forest supervisors and technical and clerical staff. Employees work with considerable independence and report directly to the Director of Forest Resources. Work includes the management of the various programs of Administration, District Operations, Field Facilities, or Field Projects. Work is reviewed through informal conferences and reports. Other related duties may be assigned as necessary.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish goals and objectives, set priorities and deadlines, and plan work operations for the section on an annual basis. Employees participate with the Director and other top management staff to develop long-range program planning and priorities for the Division.

Organizing and Directing - Employees evaluate all work projects and assign work accordingly. Employees may redirect work to accommodate changing priorities or changes made in other sections.

Budgeting - Employees are responsible for determining, recommending, and justifying budget needs based on program objectives. Employees are also responsible for operating within the established budget.

Training - Employees evaluate the various training needs of subordinate employees and provide the appropriate training.

Setting Work Standards - Employees participate in establishing guidelines and policies governing the work process through periodic discussion with the Director.

Reviewing Work - Employees review the progress and accomplishments of the programs in the section periodically. Detailed reviews of programs and special projects are conducted on an annual basis usually, but more frequently as situations may dictate.

Counseling and Disciplining - Employees resolve informal and formal complaints and grievances of subordinate staff. Employees also issue initial oral and written warning and recommend more serious actions to higher level management.

Performing Other Personnel Functions - Employees participate in the interviewing, selection, promotion, reassignment, and salary adjustment of subordinates for approval of higher level management.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable. Shifting emphasis on programs depends upon the fire season which can create a volatile work situation. Employees must keep abreast of fire control and forest management trends and technology.

Variety of Work Supervised - Employees exercise both technical and administrative supervision over three to six program areas within each section.

Number of Employees Responsible For - 15 to 45 permanent employees, plus occasional temporary employees assigned to specific projects.

III. EXTENT OF SUPERVISION RECEIVED: Employees have considerable independence in completing long-range projects and programs which have been discussed with the Director. Employees are held accountable for results.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Staff supervised are located at different offices throughout the State.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of principles and practices of technical forestry as they apply to forest management, fire prevention, and fire-fighting methods. Considerable knowledge of state and federal guidelines and programs relating to forest management and other forest programs. Ability to plan, coordinate, and direct the work of staff and supervisory personnel. Ability to gather and disseminate technical and administrative information effectively in oral and written form. Ability to develop cooperative working relationships with other forestry agencies, subordinates and the public.

Minimum Education and Experience - Graduation from a four-year college or university with a major in forestry and six years of experience in a varied forestry program to include some responsible supervisory experience or an equivalent combination of education and experience.