

## **FOREST COUNTY FORESTRY/PARKS DEPARTMENT**

### **Position Description**

Position Title: Forest Administrator

Reports to: Forestry and Recreation Committee

FLSA Status: Exempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$51,873.12-\$57,636.80-annually

#### **I. Position Summary:**

Administer activities on a 12,000+ acre commercial forest, a seven (7) acre county park and approximately 400 miles of approved snowmobile trails. Plans, directs, and supervises the development and maintenance of the county park, the county forest, and recreation areas. Responsible for various reports, billings, fee collections, and funds distributions within influence zone. Exercises independent, professional judgment in directing department activities. Performs related duties as required.

#### **II. Primary Duties and Essential Responsibilities:**

- Plans and schedules departmental activities.
- Represents Forest County at legislative hearings, DNR administrative code hearings, and Wisconsin Forest Association meetings.
- Negotiates and secures Federal and State funds for forest, park, and snowmobile trail maintenance and development.
- Administer the snowmobile and ATV aids program and meet with County Snowmobile Clubs/ Council to develop County's snowmobile program.
- Prepares County forest and park plans.
- Plans and negotiates County forest land acquisitions, trades, and access easement.
- Conducts all County land and timber sales.
- Coordinates and regulates recreational activities on County forest lands.
- Assists in the selection and evaluation of timber sale areas.
- Maintains records and maps of County forests, timber sales, and snowmobile trails.
- Cooperates with various governmental agencies to achieve maximum program objectives.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

#### **III. Supervisory Responsibilities**

Directly supervises employees in the Forestry Department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

Receives general supervision from the County Forestry and Recreation Committee who will spot check work for completeness, compliance with deadlines, conformance with established policies and effective accomplishment.

#### **IV. Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk, stand and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Frequently tours sites outside of the office. Employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet.

#### **V. Minimum Qualifications**

**Education:** Bachelor of Science Degree in Forestry or related field and five years of forestry management experience; or advanced education or experience in public administration, with 5 years' experience in forestry. Ability to exercise judgement, decisiveness, and creativity, required in situations involving the evaluation and development of information and communication, both orally and in writing.

**Experience:** Extensive responsible experience, some of which was in a supervisory capacity, in forestry, conservation, or land management. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Skills, Knowledge and Abilities:** Working knowledge of all pertinent laws, codes, and regulations affecting departmental operations; working knowledge of forest conservation, reforestation and forest management principles; working knowledge of office management and record keeping; ability to plan, assign, and supervise the work of others; ability to establish and maintain good working relationship with Governmental officials, employees, and the public; good judgment and dependability.

**Licenses and Certifications:** Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.

**Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Forestry Committee on July 8, 2019 and Full-County Board approval of changes on July 16, 2019.

County Clerk: \_\_\_\_\_ Date: \_\_\_\_\_