



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FORESTRY PROGRAM MANAGER OPTIONS A. RESOURCE MANAGEMENT B. FIRE MANAGEMENT C. CONSERVATION CAMPS D. REGIONAL FORESTER	39	A	1.805

Forestry Program Managers plan, coordinate and oversee activities, services and staff in major program areas such as resource management, fire management, conservation camp management, or serve as Regional Forester.

- A. Resource Management - program includes State nurseries and seed banks, urban and community forestry, forest stewardship, threatened and endangered plant species, rural forestry assistance, and enforcement and education programs.
- B. Fire Management - program includes fire suppression, law enforcement and fire prevention, the Sierra Front Program and fuels (vegetation) management.
- C. Conservation Camp - program is a revenue-generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects.
- D. Regional Forester – positions serve in the western, southern or northern region; manage regional support functions such as dispatch centers, air operations, support services and/or safety and training; oversee regional administrative functions such as budget oversight, facility management, staff and scheduling coordination, and serve as the local cooperator representative and local division spokesperson.

Plan, organize, coordinate and evaluate assigned statewide programs and activities; confer with regional and subordinate staff to determine program effectiveness and ensure consistent application of division policies, State law and program guidelines.

Develop and implement program goals and objectives in accordance with the division mission; establish and monitor performance indicators to measure results and progress toward desired outcomes.

Develop and manage program and grant budgets; receive input from program specialists and regional staff; review program budget requests; project future program budget needs by coordinating use of federal, State and county funds and by reviewing and evaluating past and current spending patterns; recommend and justify spending adjustments as needed.

Investigate and pursue external funding sources; prepare and submit grant proposals to federal agencies for approval; notify regions of budget allocated; consolidate, review and submit federal reporting documents; ensure that program expenditures and activities are in compliance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Develop, review and analyze legislative proposals related to fire or resource management, conservation camp management or support services; draft amendments and recommendations and testify before legislative committees as requested.

Supervise and evaluate the performance of subordinate supervisors, program specialists and other personnel as assigned; interview and select applicants; assign and review work; develop work performance standards.

Develop and implement policies to carry out division mandates; design and review programs; interpret laws and regulations; coordinate regional assignments to meet provisions of statutes; and review program reports in order to ensure division goals and objectives are met.

Coordinate operations with local, State and federal authorities and other stakeholders in resource, fire and conservation camp management programs to accomplish common goals.

Represent the division at meetings with representatives of city councils, county commissions, State agencies, national groups and civic organizations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

OPTION A: RESOURCE MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible experience in natural resource management including at least two years of supervisory experience; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: coordination of statewide programs related to resource management; management practices of forestry, range management and watershed management including forest silviculture, forest insect and disease, vegetation management, riparian enhancement, wildlife management and revegetation; supervisory techniques and practices; environmental assessments and resource project plans; laws, regulations and policies related to forest harvest practices and the protection of threatened and endangered plant species; forest insect and disease abatement; grant writing and management; budget preparation and control; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide resource management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State, local and private agencies; negotiate and administer contracts; identify and pursue external funding sources for resource management programs; train, supervise and evaluate the performance of assigned personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: coordination of statewide resource management programs and projects; best practices in forest, range and watershed management; federal, State and local laws and regulations related to forest and wildland management; resource conservation principles and practices. **Working knowledge of:**

MINIMUM QUALIFICATIONS (cont'd)

OPTION A: RESOURCE MANAGEMENT (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

State Rules for Personnel Administration; division budget policies and procedures; State purchasing regulations and practices.

OPTION B: FIRE MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible firefighting experience in an all-risk agency and/or experience in coordinating fire management programs for a large agency including at least two years of supervisory experience; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: coordination of statewide programs related to fire management; wildland and structural fire suppression and prevention methods; fire and arson investigation; development of interagency mutual aid agreements; building and fire codes management practices including ordinances; division policies and procedures related to fire suppression operations, personnel and equipment; supervisory techniques and practices; budget preparation and control; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts; identify and pursue external funding sources for fire management programs; train, supervise and evaluate the performance of assigned personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: coordination of statewide fire management programs and projects; federal, State and local laws, regulations, policies and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State Rules for Personnel Administration; division budget policies and procedures; State purchasing regulations and practices.

OPTION C: CONSERVATION CAMPS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, forestry, natural resource management or related field and four years of increasingly responsible conservation camp experience which included conservation and natural resource management activities, fire suppression and budget preparation including at least two years of supervisory experience; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: goals, objectives and purposes of the conservation camp program and its relationship to the Department of Corrections; State budget and purchasing policies and procedures; strategic planning and program development processes; marketing and community relations techniques; resource management and development of interagency agreements. **Ability to:** analyze inmate population projections, legislatively mandated financial goals, and vehicle and equipment needs in relation to overall operation and profitability of the conservation camp program; coordinate statewide conservation camp activities and programs; plan, develop and manage program budgets; provide direction, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training; establish and maintain positive and effective working relationships with Department of Corrections

MINIMUM QUALIFICATIONS (cont'd)

OPTION C: CONSERVATION CAMPS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

management to ensure program success; testify before the Legislature regarding conservation camp revenues, needs and expenses; effectively communicate both orally and in writing with various groups and entities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State Administrative Manual sections related to purchasing; State Rules for Personnel Administration; mission, functions and activities of the Division of Forestry; department and division policies, administrative guidelines and directives; development and administration of a statewide program budget. **Ability to:** negotiate and administer contracts; coordinate statewide programs related to fire management.

OPTION D: REGIONAL FORESTER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, natural resource management or related field and four years of increasingly responsible experience in coordinating various natural resource conservation and/or forestry programs which included budget development and administration, analyzing and interpreting financial information and making recommendations, and managing business operations, two years of which were in a supervisory capacity; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods and practices used in the development, justification, maintenance and administration of budgets for programs and projects; State purchasing policies and procedures including determination of needs, selection of items, and stores management; strategic planning and program development processes; supervisory principles and practices. **Ability to:** implement and ensure compliance with safety, emergency management, and staff training and certification requirements; effectively communicate both orally and in writing with various groups and entities; develop and implement statewide support services policies and procedures; review and evaluate program operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State Administrative Manual sections related to purchasing; State Rules for Personnel Administration; mission, functions and activities of the Division of Forestry; goals, objectives and purposes of the support services program; department and division policies, administrative guidelines and directives related to support services; development and administration of statewide program budgets. **Ability to:** coordinate, organize and direct statewide support services programs including fleet management, information systems, training, facilities including buildings and infrastructure, communication systems, and emergency dispatch centers; negotiate and administer contracts.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.805

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REVISED: 4/6/06R
6/20/06UC
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