



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>
DEPUTY ADMINISTRATOR, FORESTRY OPTION A: FISCAL MANAGEMENT OPTION B: OPERATIONS MANAGEMENT	44	A	7.411

Under general administrative direction of the State Forester, provide leadership and guidance in directing the day-to-day programs, operations, services, activities and staff of the Division of Forestry; assist the State Forester in strategic planning, fiscal management, program evaluation and personnel management; act on behalf of the State Forester in all matters related to division activities as directed or in his/her absence.

Provide administrative and fiscal oversight and coordination of the major division programs including fire suppression/prevention, resource management, conservation camps, regional staff and offices, support services, air operations and dispatch centers, safety and training, personnel and payroll, and fiscal services.

Assist the State Forester with various administrative functions and activities within the division; provide guidance concerning fiscal matters and operational projects; conduct research and special projects and make recommendations for program improvements and increased efficiencies.

Train, supervise and evaluate the performance of program managers, regional managers, fiscal and personnel staff, and other staff as assigned; assign and review work; coordinate program activities in assigned functional areas; counsel and discipline staff in accordance with State and federal laws and regulations.

Lead and/or participate in strategic planning processes to ensure fulfillment of the agency mission and objectives of protecting natural resources from wildland fires; oversee and coordinate the preparation of drafts and revisions of division policies, procedures and regulations.

Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities; represent the State Forester and the agency at meetings, conferences; establish and maintain positive working relationships with representatives of federal, State, county and local jurisdictions and fire districts.

Perform related duties as assigned.

CLASS CONCEPTS

In addition to performing the full range of duties as described, incumbents may be assigned to perform either Fiscal or Operations Management duties as described below.

OPTION A: Fiscal Management: Serve as the agency’s Chief Financial Officer; plan, organize and direct preparation of the biennial budget for all division accounts; review and approve line item narratives, justifications, expenditure forecasts, and applicable schedules; oversee entry into the State’s budget system and final submittal; prepare and coordinate responses to questions from the Budget Office and legislative fiscal staff; review and approve all budget revisions and justification for submission to the Budget Office.

Direct and oversee the pursuit of external funding sources; review and coordinate preparation and submittal of grant proposals to federal agencies for approval; notify regional staff of budget allocations; review, consolidate and submit federal reporting documents and data; ensure program expenditures and activities

CLASS CONCEPTS (cont'd)

OPTION A: Fiscal Management: (cont'd) are in conformance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

OPTION B: Operations Management: Provide administrative oversight to ensure continuity of fire management administration within the regions in conformance with division policies; ensure adequate fire management support between regions for fire suppression and back-up; oversee intra- and inter-agency training and coordination; provide oversight to liaison with National Guard, Division of Emergency Management and other divisions within the department to coordinate activities and resources.

Provide administrative oversight to ensure the continuity of resource management within the regions; ensure the cooperation and coordination of program plans to facilitate and promote sharing of funding, labor and equipment whenever possible.

Provide for statewide coordination of fire and resource programs through efforts of regional and central office staff; provide uniform delivery of statewide forestry programs within the regions while balancing the needs of the public and private landowners with sound resource management practices.

Coordinate resource fire management programs with federal, State and local entities; represent the division at meetings including city councils, county commissions, State agencies, national groups and civic organizations as required.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTES:

- * Work requires travel throughout the State and occasional work on weekends and evenings.
- * Positions will be assigned to perform either Fiscal Management or Operations Management duties which will be identified at the time of recruitment. Applicants must meet the minimum qualifications of the identified assignment.

OPTION A: FISCAL MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, forestry, natural resource management, natural science or related field and six years of professional experience in budget preparation and management and the development, implementation and evaluation of program(s) and activities, including two years of experience supervising professional staff; **OR** two years of experience as an Administrative Services Officer III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement and Informational Notes*)

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

Working knowledge of: principles of budget development and control; principles, practices and methods of effective management and supervision; fiscal policies and procedures; program planning, development and evaluation. **Ability to:** assist the State Forester in administration of fiscal management; plan, develop, justify and defend the agency's biennial budget; supervise and evaluate the performance of managerial,

MINIMUM QUALIFICATIONS (cont'd)

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

supervisory and professional staff; establish and maintain cooperative working relationships with federal, State and local officials and the general public; make public presentations before a variety of groups; represent the division and act on behalf of the State Forester as requested; communicate effectively both orally and in writing; prepare statistical and analytical reports regarding program activities; and negotiate contracts and agreements.

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

Detailed knowledge of: State budgetary practices, procedures and requirements; policies and procedures related to division programs and fiscal management. **Working knowledge of:** State rules for human resource management and applicable sections of State regulations; State government organization and functions; legislative processes; government funding sources; principles and practices applicable to oversight of governmental programs, staff and programmatic activities; grants management techniques; federal, State and local governmental relationships and interaction regarding forestry programs; forest management plans and practices; fire suppression techniques and equipment. **Ability to:** exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the division's mission and program success.

OPTION B: OPERATIONS MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forest, range or resource management or closely related field and six years of professional program management experience involving resource management and fire suppression, including two years of experience supervising professional staff; **OR** two years of experience as a Forestry Program Manager in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Notes*)

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

Working knowledge of: principles, practices and methods of effective management; forest and resource management plans and practices; fire suppression techniques and equipment; federal, State and local governmental relationships and interaction regarding forestry, fire suppression and resource programs. **General knowledge of:** supervisory principles and practices. **Ability to:** assist the State Forester in administration of programmatic activities; plan, organize, direct and control statewide programs related to the conservation and protection of forest, range and watershed resources; establish and maintain effective working relationships with federal, State, local, private agencies and individuals; represent the division and act on behalf of the State Forester; communicate effectively both orally and in writing; prepare statistical and analytical reports regarding program activities; interpret and explain complex and sometimes conflicting policies, procedures, laws and regulations; understand and balance the diverse demands of users with natural resource stewardship; supervise and evaluate the performance of assigned personnel including management, professional, technical and support staff.

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

Working knowledge of: State, county and municipal laws and regulations governing Nevada forestry management; Nevada State personnel, budget and purchasing rules and regulations; Nevada forest, range and resource management practices. **Ability to:** direct and deploy division resources within authorized staffing and budgetary limitations.

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.

DEPUTY ADMINISTRATOR, FORESTRY
OPTION A: FISCAL MANAGEMENT
OPTION B: OPERATIONS MANAGEMENT

44 A 7.411

4 of 4

7.411

ESTABLISHED: 4/12/12UC
REVISED: 12/7/15UC