



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 CAMP MANAGEMENT D. SUPPORT SERVICES MANAGEMENT E. SAFETY & TRAINING MANAGEMENT	39	A	1.805

SERIES CONCEPT

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

- A. Resource Management - program includes management of 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 wildland fire suppression, fire prevention, mitigation, and rehabilitation to include fuel (vegetation) management, and dispatch center operations.
- C. Conservation Camp Management - program is a revenue-generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, emergency response, and fire suppression projects.
- D. Support Services Management - program includes fleet management; facility management; communication management; shared oversight of information technology; contract management to include writing, reviewing, monitoring and approving contracts; and ensuring cost effective and efficient services and operations to meet State, Department, and Division goals and objectives.
- E. Safety & Training Management - program includes management and implementation of the Division's statewide safety and training program by developing, monitoring, and coordinating safety and training programs for the Division; conducting surveys, training needs assessments, and organizational assessments and interpreting and reporting results. In addition, serves 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.

SERIES CONCEPT (cont'd)

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 the assigned program area; draft amendments and recommendations; testify before legislative committees as requested; track and monitor bills through the legislative process.

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 federal, State, and local authorities and other stakeholders in the assigned program area to accomplish common goals.

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

Develop, prepare, and submit analytical, narrative, and statistical reports regarding program activities as required.

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 professional experience in natural resource management, two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as a Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(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; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide resource management programs and projects; establish and maintain cooperative and

MINIMUM QUALIFICATIONS (cont'd)

OPTION A: RESOURCE MANAGEMENT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
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; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities.

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:** 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 firefighting experience which included experience in coordinating fire management programs, two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as a Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*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 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; 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; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities.

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 CAMP MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, forestry, natural resource management or related field and four years of professional conservation camp experience which included conservation and natural resource management activities, fire suppression and budget preparation, two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as a Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a

MINIMUM QUALIFICATIONS (cont'd)

OPTION C: CONSERVATION CAMP MANAGEMENT (cont'd)

EDUCATION AND EXPERIENCE:(cont'd)

Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(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 management to ensure program success; testify before the Legislature regarding conservation camp revenues, needs and expenses; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities.

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: SUPPORT SERVICES MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, construction management, engineering, architecture or related field and four years of professional experience in facilities management, commercial property management, fleet management or related field which included budget development and administration, and contract management; two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as an Administrative Services Officer I, Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(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; fiscal analysis; principles and practices of management and supervision; principles and practices of contract administration and management; methods and practices of facility maintenance and fleet management; strategic planning; purchasing principles and practices. **Ability to:** train, supervise and evaluate assigned personnel; develop, prepare, justify, monitor and control agency budgets, contracts, vehicles, equipment, maintenance, supplies, services and projects; develop and implement policies, procedures, processes, systems and programs; interpret and ensure compliance with federal, State, department and division laws, rules, regulations, policies and procedures; coordinate with a variety of management, staff, and stakeholders to provide technical assistance, guidance and training; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities; develop and implement statewide support services policies and procedures; review and evaluate program operations.

MINIMUM QUALIFICATIONS (cont'd)

OPTION D: SUPPORT SERVICES MANAGEMENT (cont'd)

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

Working knowledge of: State purchasing policies and procedures to include determination of needs, selection of items and stores management; 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.

OPTION E: SAFETY & TRAINING MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, natural resource management, fire management or related field and four years of experience in the adult training process which included planning, coordinating and conducting adult training, two years which included supervisory experience; **OR** one year of experience as a Fire Management Officer II, Conservation Camp Area Supervisor, Employee Development Manager or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Working knowledge of: adult learning theory and methods of presentation; principles and methods of program planning related to reviewing, analyzing and prioritizing training activities; principles of conducting surveys, training needs assessments, and organizational assessments and interpreting their results; strategic planning and program development; supervisory principles and practices. **Ability to:** train, supervise and evaluate assigned personnel; develop, justify, maintain and administer budgets; implement and ensure compliance with safety, emergency management, staff training, and certification requirements; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities; develop and implement statewide safety and training policies and procedures; review and evaluate program operations.

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

Detailed knowledge of: principles and practices of training plan development. **Working knowledge of:** State Rules for Personnel Administration; mission, functions, and activities of the Division of Forestry; department and division policies, administrative guidelines and directives related to safety and training management. **Ability to:** coordinate, organize and direct statewide safety and training functions.

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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