



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	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, and program evaluation; act on behalf of the State Forester in all matters related to division activities as directed or in his/her absence.

Provide administrative oversight to ensure continuity of fire management administration within the assigned region 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.

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

Provide administrative oversight to ensure the continuity of resource management within the assigned region; 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.

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

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.

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.

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.

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 Note*)

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.

7.411

ESTABLISHED: 4/12/12UC
REVISED: 12/7/15UC
REVISED: 7/1/24UC