

8560
FORESTRY PROGRAM SPECIALIST

Nature of Work

At the advanced level performs complex professional and supervisory forestry work in a regional specialty area developing and implementing of statewide forestry programs from the central office or in a region of the state. Employee will supervise staff, develop, implement, coordinate, evaluate, and promote statewide programs designed to manage, protect, and conserve forest resources and will supervise forestry investigators. Work involves developing and recommending regional goals, objectives, and priorities and developing and recommending program rules, regulations, policies, procedures, and guidelines. Work is performed with considerable independence. Performs related work as required.

Distinguishing Characteristics

This class differs from the Forester series by performing at the advanced level in complex program assignment with responsibility for multi- agency and multi-level coordination of program activities. Responsible for supervising, planning, organizing and implementing a regional program in the areas of assignment.

Examples of Work

Supervises, develops, recommends, implements, coordinates, monitors, and evaluates regional program activities in one or more of the regional programs.

Supervises, develops, recommends, implements, coordinates, and evaluates regional technical program goals, rules, regulations, policies and procedures.

Establishes program performance indicators and conducts evaluations on the forest field operations implementation and management of the forest field operations programs, and prepares reports outlining findings and recommendations.

Researches and evaluate new methods, techniques, equipment, tools and work aids available to perform forestry activities; determine if they can be adapted for use in the regional forestry program; recommends the utilization of new or improved methods, techniques, equipment, tools and work aids.

Evaluates the training needs of field personnel within the performance of program activities; and plans, schedules, and conducts training courses and workshops for field personnel to enable them to perform the program activities.

Interprets technical program goals, objectives, priorities, rules, regulations, policies, procedures, and standards for field personnel, co-worker, and others.

Determines the need for equipment, tools, and work aids for field personnel and recommends the acquisition of the items and trains field personnel in the proper operation, application, calibration, and routine maintenance of equipment, tools and work aids utilized in the program.

Reviews proposed legislation for the possible impacts on the forest program, and develop and present draft legislation needed to solve problems, to enhance the program or initiate new program activities.

Drafts, presents, and finalizes approved educational and informational material such as pamphlets, posters, and brochures for use by students, special interest groups, civic groups and associations, and the public.

8560
FORESTRY PROGRAM SPECIALIST (cont'd)

Examples of Work (cont'd)

Prepare letters, reports, memoranda, and correspondence to exchange information with field personnel, co-workers, superiors, elected officials, and the public.

Will arrest law violators and assists in their prosecution which includes the filing of warrants, testifying in court and submitting any requested material or evidence.

Knowledge, Skills and Abilities

Knowledge of the rules, regulations, policies, and procedures of the Division of Forestry.

Knowledge of the goals, objectives, practices, and principles of forest management.

Knowledge of the procedures, methods, and techniques utilized in conducting forest management, forest fire protection, forest insect and disease control, and recreational activities on public and private forest land.

Knowledge of the use and application for special instruments for use in applied forestry activities.

Ability to supervise employees by assigning and reviewing work.

Ability to develop and implement long-range forestry programs.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to plan, coordinate and direct the work of others.

Ability to establish and maintain good working relationships.

Ability to prepare comprehensive statistical and narrative reports.

Minimum Qualifications

Training: Associate degree in a Forest Technology program recognized by the Society of American Foresters **OR** a Bachelor's degree in a forestry program accredited by the Society of American Foresters.

Experience: Six (6) years of full-time or equivalent part-time paid experience in the field of forestry.

Special Requirement: Must have a current license as a registered professional forester or a registered forestry technician or obtain professional licensure upon employment with the Division of Forestry.

Must be licensed or eligible to be licensed to operate a motor vehicle in West Virginia. Must take and pass a physical examination within in the first six months of employment and submit to annual follow-up examinations. Failure to pass the initial examination will result in termination of employment. Failure to pass a subsequent examination may result in reassignment. Positions must meet the qualifications for and become a Special Natural Resources Police Officer at the earliest opportunity following employment and maintain this commission throughout the period of employment in the position. This requirement may be waived at the discretion of the State Forester.

Established: 12/15/2005

Revised: 04/18/2006; 12/13/2006; 4/10/2009; 3/3/2011; 09/13/2018

Effective: 09/13/2018