

**8562**  
**ASSISTANT STATE FORESTER**

**Nature of Work**

Under general direction of the Director of the Division of Forestry, performs professional work directing statewide forestry programs or oversees investigations, in a multi-regional area, such as fire, timber/log theft, ginseng, logging sediment and control, internal investigations, and any other violations relating to programs under the purview of the Division of Forestry. These positions direct the planning, development, implementation and evaluation of statewide forestry programs and involve determining program goals; developing and implementing technical forestry rules, regulations, policies, and procedures; developing and managing the budget for the program; and ensuring a proper understanding of the programs through coordination with Regional Foresters. The positions overseeing investigations have responsibility for leading a team in situations related to investigation and/or enforcement of state and/or federal law. These positions are also responsible for leading and overseeing the canine unit. May serve as a representative on various regional, state and national committees on Forestry issues. Exercises considerable independent judgement in determining specific goals, objectives, and program priorities. Performs related work as required.

**Distinguishing Characteristics**

These positions perform professional work directing statewide forestry programs, including directing the planning, development, implementation and evaluation of statewide forestry programs. The investigator positions oversee all investigations in a multi-regional area, and act as a team lead in situations related to investigations and/or enforcement of state and/or federal law. These positions are responsible for leading and overseeing the canine unit, bloodhound handlers, and conduct and train Forestry Special Natural Resources Police Officers within the Division of Forestry.

**Examples of Work**

Directs the planning, development, implementation and evaluation of statewide forestry programs.  
Directs the planning, development, implementation and evaluation of multiregional investigations.  
Reviews and analyzes reports, correspondence and memoranda to determine work being performed, program trends and effectiveness and adherence to established goals.  
Directs the development of technical program rules, regulations, policies and procedures.  
Directs the evaluation of programs at the regional level to determine effectiveness, identify deficiencies, and recommend ways to improve the efficiency of district programs.  
Develops and manages the program budget, recommends the allocation of resources and ensures program activities are consistent with approved budgetary resources.  
Performs fire, timber/log theft, ginseng, logging sediment and control, internal investigations and any other violations relating to programs under the purview of the Division of Forestry  
Oversees bloodhound handlers.  
Trains all Forestry Special Natural Resource Police Officers within the Division of Forestry.  
Carries weapons in accordance with state standards.  
Represents the forestry program, on regional, state, national and interstate committees or task forces to ensure program needs are met.

**8562**  
**ASSISTANT STATE FORESTER (cont'd)**

**Knowledge, Skills and Abilities**

Knowledge of forestry and departmental laws and regulations.

Knowledge of investigation techniques.

Knowledge of canine handler requirements.

Knowledge of budgeting, purchasing and contract proposals.

Ability to supervise employees by assigning and reviewing work.

Ability to exercise good judgement in appraising situations, in making decisions and interpreting regulations.

Ability to make recommendations to experts within the department and to other agencies.

Ability to make recommendations for all forestry documents processed.

Ability to communicate effectively, orally and in writing.

**Minimum Qualifications**

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

**Experience:** Nine (9) years of full-time or equivalent part-time paid experience in the field of forestry, three (3) years of which must have been in a supervisory, administrative or professional capacity.

**Special Requirements:** 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 have a valid driver's license. Must pass a physical examination within in the first six (6) 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. Incumbents 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. Investigators must have experience in the National and Regional Law Enforcement Bloodhound Handler Certification.

Established: 12/15/2005

Revised: 04/10/2009, 03/03/2011; 09/13/2018

Effective: 09/13/2018