

DEPUTY STATE FORESTER

NATURE OF WORK

Under administrative direction, performs complex administrative work in assisting the Director of the Division of Forestry in planning, organizing, and directing the programs, functions and activities of the agency. Performs substantial analysis and interpretation of theory and principles, professional practices, agency philosophy and policy and regulations. Performs related work as required.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Recommends and oversees preparation of legislation and administrative procedures as necessary to maintain conservation activities consistent with mission of the agency.

Chairs meetings; delivers speeches; write articles and disseminates other informational materials to explain conservation principles and acquaint public and private organizations with mission, policies, regulations; details impact on activities; and encourages cooperation and support.

Coordinates plans and programs among sections with officials of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties and seeks agreement to resolve policy, compliance or jurisdictional issues.

Testifies at legislative, judicial, or public hearings on agency position or as a subject matter expert.

Administers, and defends laws, rules and regulations regarding forestry.

Negotiates utilization of resources consistent with public interest.

May assist in activities associated with negotiation and/or legal recourse.

Researches new procedures and directs investigations to formulate comprehensive plans and recommendations for development, improvement, protection, preservation and regulations.

Conducts technical research and study and recommends changes to methods of operation, regulation and management.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices of forestry management sufficient to evaluate new techniques or practices.

Knowledge of local, state, and federal legislation; governmental relationships, organizational structure and protocols; and relevant federal and state legislative processes and judicial procedures as they relate to forestry programs.

Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling, budgeting, and reporting.

Knowledge of acceptable methods and techniques used in collection, organization and evaluation of technical data.

Ability to initiate, implement, and evaluate legislation.

DEPUTY STATE FORESTER - Cont'd.

KNOWLEDGE, SKILLS AND ABILITIES - Cont'd.

Ability to plan, organize, direct and coordinate a variety of programs and administrative activities.

Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, and the regulated community.

Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/ technical field; draw valid conclusions; and develop and execute an effective course of action.

Skill in oral and written communications.

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: Ten years of full-time or equivalent part-time paid experience in the field of forestry, four years of which must have been in a supervisory, administrative or professional capacity.

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 be able to pass a physical examination prior to appointment.

Established: 12/15/2005

Revised: 02/27/2006

Effective: 03/01/2006