

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>DRAFT</b> <input type="checkbox"/>	<b>FINAL</b> <input checked="" type="checkbox"/>
<b>Position Title:</b> FOREST ADMINISTRATOR	<b>Department:</b> Forestry
<b>Immediate Supervisor's Position Title:</b> Forestry, Recreation and Land Committee	<b>FLSA Status/Pay Classification Code:</b> Exempt
<b>Original Description Date:</b> August 1990	<b>Revised Date:</b> September 2013
<b>Oversight Committee:</b> Forestry, Recreation and Land Committee	<b>Approved Date:</b>
<b>Approved by:</b> Personnel Committee	<b>Approved Date:</b> HR - 9/11/13

**Job Summary:**

Develops and implements all phases Forest Administration, Forest Management, Forest Recreation, Land Sales & Acquisition, and Wildlife Conservation programs on the County forest and all other programs assigned to the County Forestry office as needed. The primary work of this class involves program development, supervision of department employees, coordinating and implementing the programs of the Forestry, Recreation and Land Committee under the statutory direction of the Wisconsin County Forest law § 28.11, the Vilas County ordinance, and the Standing Rules of the Committee.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for regulation of 42,000 acres of County Lands involving all aspects of timber management.
2. Responsible for acquisition and sales of all County lands.
3. Responsible for the development of Fifteen Year Comprehensive Management Plan for the County Forest and the associated annual work planning and budget development.
4. Supervises and directs the activities/work of the Forestry Department. Works with the HR Department as appropriate in staff supervision matters. Communicates policy changes and other pertinent information to staff.
5. Develops and manages the annual department budget. Works with the Finance Department as appropriate in financial and budgeting matters.
6. Responsible for coordinating cooperative agreements and activities between town, state and federal agencies.
7. Responsible for all assignments directed to the Forestry Department by the Forestry, Recreation and Land Committee.
8. All other duties as assigned or as necessary for the efficient and effective operation of the Forestry Department.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	<b>Major field of study or emphasis:</b> Forestry
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Preferred	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>• Society of American Foresters Certified Forester</li> <li>• WI Department of Agriculture Certified &amp; Licensed Pesticide Applicator in the Forestry Category</li> </ul>		

**C. Required Work Experience:** **In addition to Education/Licensure** **Instead of Education/Licensure**

Minimum of 4 years experience in Forest Administration/Management. Combinations of experience in Timber Management/Administration Wildlife Management, Recreational Management, or Natural Resources Law Enforcement which provides the required knowledge, skills, and abilities may be considered.

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Knowledge of Multiple Use Concepts in Public Land Management.
- Knowledge of forest management techniques and silvicultural characteristics of forest stands and the ability to train department personnel.
- Knowledge to supervise the operation of a variety of forest management equipment including but not limited to skidders, heavy trucks, forest spraying equipment and other site preparation equipment used on the forest.
- Knowledge of methods, practices and equipment used in recreation management and administration and the ability to train department personnel.
- Knowledge to supervise the operation of a variety of recreation management equipment including but not limited to trucks, tractors, mowers and a variety of power hand tools and the ability to train department personnel.
- Knowledge to maintain accurate filed inventories for areas supervised for equipment, structures, planting sites, release sites for Fiscal and Annual reporting. The ability to train department personnel in data collection.
- Knowledge to supervise subordinate personnel and contracted work crews. Ability to train subordinate personnel in supervisory techniques.
- Ability to establish and maintain satisfactory working relationships with other departmental employees, clubs and organizations with contractual relations with the Forestry department, the general public and elected officials.
- Ability to work outdoors in all types of weather.
- Demonstrated personal and professional integrity and ability to work well with others.
- Ability to objectively and effectively supervise and resolve complex problems when required.
- Considerable ability to communicate effectively, both orally and in writing.
- Ability to organize and set own and subordinates' work priorities.
- Ability to work independently, possess and utilize strategic planning skills, exercise judgment and effectively utilize authority.
- Knowledge and use of contemporary office equipment, including department-specific programs.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
Assistant Forest Administrator	1
Forest Technician	1
Administrative Secretary (in conjunction with the Parks and Recreation Administrator)	1

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.