

**DEPARTMENT OF NATURAL RESOURCES  
POSITION DESCRIPTION**

**Classification:** Natural Resources Program Manager

**Working Title:** Forest Economics and Ecology Section Chief

**POSITION SUMMARY:** This position leads, directs and administers all policy, personnel, and budget activities for the Forest Economics and Ecology Section within the Applied Forestry Bureau. Section chief positions within the Division are expected to perform their duties in service to the entire Division and with the full scope of the Forestry program in mind. This position is responsible for developing, directing, coaching, mentoring and supervising 8 permanent and 6 to 12 LTE staff. This position serves on management teams and is expected to be an active contributor. Customer and partner groups may include forestry and non-forestry DNR staff, citizens, citizen groups, industry leaders, tribal governments, and governmental and educational representatives.

The Forest Economic and Ecology Section’s role is to inform and support sustainable management of Wisconsin’s urban and rural forest resources by providing technical expertise and performing applied research across the field of forestry in collaboration with internal and external partners.

**LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS:** This position has responsibilities statewide. Occasional travel within the state is required.

**SCOPE OF AUTHORITY:** This position works under the general supervision of the Bureau Director within the Bureau of Applied Forestry. Program expertise within the section include silviculture, forest ecology, forest hydrology, fire and landscape disturbance, forest socio-economics, forest genetics, and climate change.

**GOALS & ACTIVITIES:**

**25% A. Management and Administration of Section Programs**

- A1. For each section program, establish strategy, scope, and direction in collaboration with Forestry leadership, staff and input from partners.
- A2. Identify policy direction and provide recommendations to Division Leadership.
- A3. Develop an annual business/work plan that details program goals, objectives, and measures.
- A4. Develop issue briefs, budget initiatives, handbook updates, manual codes, and guidance.
- A5. Provide expert guidance on technical, managerial and/or administrative matters.
- A6. Provide direction and guidance on legislative matters, administrative rules, and other policy matters.

**25% B. Talent Development and Supervision of Section Staff**

- B1. Establish a clear vision and direction for program staff on how section members will succeed.
- B2. Develop and negotiate an achievable work plan for each section member.
- B3. Establish strong, effective, trust-based relationships within the section.
- B4. Provide guidance and mentoring on technical matters as needed
- B5. Provide guidance and coaching on interpersonal matters as needed.
- B6. Monitor and track staff performance to ensure accountability.
- B7. Develop a succession plan to ensure bench strength and knowledge management.
- B8. Make determinations on how to optimally shift resources as workload demands
- B9. Redirect staff time and workload to meet emerging needs.

- B10. Monitor workplace dynamics (i.e. conflict management, respectful workplace) and address areas of under or non-performance and bring to a sustainable conclusion.
- B11. Develop communications for staff to keep them apprised on Division news and changes.
- B12. Adhere to civil service, Department and Division protocols and practices required of classified supervisory staff (i.e. recruitment, hiring, performance reviews, etc.)

**25% C. Serve as a member of Division management team(s)**

- C1. Collaborate on statewide direction, policy development and implementation on pertinent forestry issues.
- C2. Contribute to the Division's strategic direction and maintain integral involvement in decision making and information dissemination processes.
- C3. Ensure that issues germane to the section's programs are effectively integrated into the decision making processes of operations and leadership teams.

**15% D. Performance Management of Section Programs**

- D1. Develop systems and processes to monitor the effectiveness of section program integration and consistent application of policies and procedures.
- D2. Collaborate with staff to pilot new initiatives, develop evaluation studies, develop surveys/feedback projects, and design quality improvement initiatives.
- D3. With Leadership, identify customer service related initiatives, activities, etc. to ensure responsiveness and enhance delivery of products and services.
- D4. Develop and direct section program performance measurement initiatives.
- D5. Prepare accomplishment and other required reports at the established intervals to track progress.

**10% E. Partnership Development related to Section Programs**

- E1. Contribute to Division communication strategies for internal staff and external partners.
- E2. Serve on teams, projects, working groups, ad hoc groups, committees, etc. to advance the awareness for program goals and to promote sustainable forestry
- E3. Work with other public agencies, quasi-public entities, nongovernment agencies, partner groups, elected officials to gain understanding and support for program objectives and to advance the Division's mission and strategic direction.
- E4. Assess potential new partnership opportunities and make recommendations to Division leadership.
- E5. Inventory current strength and effectiveness of existing partnerships and implement changes as appropriate.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- 1. Knowledge of forest management sciences, including, silviculture, forest ecology, forest hydrology, forest socio-economics, fire and landscape disturbance, forest genetics, and climate change.
- 2. Skill in organizational leadership.
- 3. Skill in developing, implementing, monitoring, and evaluating policy and procedures common to the operation of a major program.
- 4. Knowledge of budget management procedures and practices, including allocation and monitoring of fiscal and other resources, to ensure the operation of a major program.
- 5. Knowledge of techniques and procedures used to monitor, audit and evaluate management activities at different scales of complexity, i.e. statewide, district and local levels.
- 6. Skill in the basic principles of human resources management.
- 7. Knowledge of forestry principles and issues.

8. Skill in establishing and maintaining collaborative partnerships with internal and external individuals and organizations
9. Skill in oral and written communication.
10. Knowledge of all aspects of the Forestry programs supervised within the Bureau.
11. Knowledge of all aspects of the Division of Forestry's program in Wisconsin.
12. Knowledge of forestry interests within the state.
13. Knowledge of other DNR programs as they pertain to the work of the Section.
14. Knowledge of State statutes, administrative rules, policies, and programs applicable to programs within the section.
15. Knowledge of DNR specific policies and procedures pertinent to the Division of Forestry.
16. Knowledge of program management methods for a decentralized organization, including policy development, interpretation, implementation, monitoring and evaluation.
17. Skill in administration and management including strategic planning, resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures.

**PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:** Physical requirements include talking in front of and within groups, sitting for long periods of time, lifting and carrying 5 to 30 lbs. Environmental factors include working indoors in an office setting and independently traveling to offices around the state.

**Equipment Used:** General office equipment, computers, PDA, projectors, virtual meeting hardware, fax machine, calculator, copy machine, and telephone.

**TELEWORK EVALUATION:**

Based on an assessment of the goals and work activities, this position may be eligible for telework. Telework approval is based on individual circumstances and is subject to supervisor approval and DNR telework policies. Approval is subject to change without notice based on business needs.