

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Classification: Natural Resources Program Supervisor

Working Title: North Central Tax Law Team Leader

Location: *This position's location is negotiable within the North Central geographical area and will be selected based on space availability, business needs, and management approval.*

POSITION SUMMARY: This position leads, directs and administers policy, personnel, and budget activities associated with the North Central region's Tax Law programs. It provides leadership and management to the program, talent development and supervision to program specialists within the region, and program performance management. This position serves as a business systems-process improvement expert and thought leader for the Division in Managed Forest Law and Forest Crop Law, setting the pace for the Division through leadership, innovation, adaptation, best practices, and program communications and partnerships. Customer and partner groups may include forestry and non-forestry DNR staff, citizens, citizen groups, tribal governments, industry leaders, and governmental and educational representatives.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL RESPONSIBILITIES: This position's location is negotiable within the North Central geographical area and will be selected based on space availability, business needs, and management approval. This position has statewide responsibilities, so occasional travel within the state is required.

SCOPE OF AUTHORITY: This position works under the general supervision of the Section Chief, Tax Law Section within the Bureau of Forestry Field Operations.

GOALS & ACTIVITIES:

35% A. Manage and Administer Tax Law Program

- A1. With Leadership, staff and input from partners, establish program strategy, scope, and direction.
- A2. Identify program policy direction and make recommendations to Section, Bureau, and Division Leadership.
- A3. Develop an annual work plan that details goals, objectives, and measures for Tax Law Team.
- A4. Develop issue briefs, budget initiatives, handbook updates, manual codes, etc. as directed by the Section Chief
- A5. Provide expert guidance to team members and others on technical, managerial and/or administrative matters.
- A6. Provide direction and guidance to team members and others on legislative matters, administrative rules etc.
- A7. Establish a process or system to manage and track the budget and other resources.
- A8. Act as a liaison to private forestry teams and integrated field teams.

35% B. Provide Program Talent Development & Supervision

- B1. Establish a clear vision and direction for program staff on how the team will succeed
- B2. Create an achievable work plan for each team member.
- B3. Establish strong, effective, trust-based relationships with and between each team member.
- B4. Provide guidance and mentoring on technical matters.
- B5. Provide guidance and coaching on interpersonal matters.

- 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 review, etc.)

10% C. Provide Program Performance Management

- C1. Develop a system/process to monitor the effectiveness of program integration.
- C2. Develop program pilots, evaluation studies, surveys/feedback projects, and quality improvement initiatives.
- C3 .In collaboration with Leadership, identify customer service related initiatives, activities, etc. to ensure responsiveness and enhance delivery.
- C4. Identify and implement program performance measurement initiatives.
- C5. Prepare accomplishment and other required reports at the established intervals to track progress.

20% D. Provide Program Communications & Partnerships

- D1. Contribute to communication strategies for internal staff and external partners.
- D2. Serve on teams, projects, ad hoc groups, working groups, committees, etc. to advance the awareness for program goals and to promote sustainable forestry.
- D3. Work with other public agencies, quasi-public entities, non-government agencies, partner groups, elected officials to gain understanding and support for program objectives and to advance the Division’s mission and strategic direction.

SPECIAL REQUIREMENTS:

- Meet requirements to operate a state vehicle.
- Ability to travel independently and on a timely basis.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

1. Demonstrated organizational leadership skills.
2. Knowledge and skill in the development and implementation of policy and procedures, including monitoring and evaluation, common to the operation of a major program.
3. Knowledge and skill related to budget management procedures and practices, including allocation and monitoring of fiscal and other resources, to insure the operation of a major program.
4. 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.
5. Knowledge and skill related to the basic principles of human resources management.
6. Knowledge and skill related to business systems, process improvement and performance management.
7. Supervisory skills.
8. Ability to work collaboratively in a team setting.
9. Oral and written communication skills.

Full Performance:

10. Knowledge of all aspects of the Forestry program supervised within the Section.
11. Basic knowledge of all aspects of the Division of Forestry's program in Wisconsin.
12. Knowledge of forestry interests within the state.
13. Basic 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 and skills related to program management methods for a decentralized organization, including policy development, interpretation, implementation, monitoring and evaluation.
17. Administrative and management skills including strategic planning, resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures.
18. Expert knowledge of private forestry including all forest tax law programs.

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.