Classification: Plant Pest and Disease Specialist - Advanced  
Working Title: Forest Invasive Plant Coordinator  
Location: Rhinelander or Madison

POSITION SUMMARY: The Forest Invasive Plant Coordinator leads program management and policy development for the statewide forest invasive plant program for the Division of Forestry. This position is the technical expert and strategic planner for forest invasive plant management in the Division and Department. It leads the development and implementation of policy by fostering partnerships between state and federal agencies and guides invasive plant management for state forestry personnel. This position requires applied knowledge of field forest management activities to provide guidance on the sustainable management of forest resources with respect to forest invasive plants. 

The Forest Invasive Plant Coordinator is a key internal and external consultant for staff, leadership, inter-divisional teams, and partner groups.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS: This position is located in Rhinelander or Madison with responsibilities statewide. Occasional travel within the state and overnight stays are required.

SCOPE OF AUTHORITY: This position works under the general supervision of the Forest Health Team Leader within the Bureau of Applied Forestry.

GOALS & ACTIVITIES:

30%  A.  Coordinate and Lead Programs  
A1. Establish program strategy, scope and direction for the management of forest invasive plants at the statewide level consistent with Department and partner strategies.  
A2. Develop goals, objectives, timelines, and budget proposals to support the long-term vision.  
A3. Develop a system for monitoring and evaluating results of the forestry invasive plants program.  
A4. Provide strategic direction to field staff in the Forestry Division on methods and practices for managing invasive plants that minimize their impacts on forest ecosystems and forest operations.  
A5. Provide strategic guidance to county forest staff, industrial foresters, loggers and landowners on methods and practices for managing invasive plants that minimize their impacts on forest ecosystems and forest operations.  
A6. Coordinate and prioritize responsibilities at the Division and statewide levels with program limited term employees.  
A7. Pursue external grant opportunities for the prevention, inventory, control and monitoring of forest invasive plants. When grants are awarded, maintain records and provide reports as required by policy, regulations and law.  
A8. Administer state and federal grant funds for the prevention, inventory, control and monitoring of forest invasive plants.

30%  B.  Provide Technical Expertise in Invasive Plant Management  
B1. Provide technical expertise on the proper application and use of forest management pesticides by DNR foresters and landowners.  
B2. Provide technical expertise to the Department, government agencies, industry, tribes, private organizations and individuals on forest invasive plant issues.  
B3. Advise Department leadership, legislature, Wisconsin Council on Invasive Species, Wisconsin Council on Forestry and other groups regarding forest invasive plant issues.  
B4. Ensure consistency in the delivery of technical forest invasive plant services statewide within the Department.
B5. Integrate current scientific information on the dispersal and the effects of invasive plants, and methods for mitigating their impacts with forestry management and operations.
B6. Collaborate with internal and external partners on biological control programs for invasive species.
B7. Oversee approval process for pesticide applications within the Division of Forestry.

15%  C.  Develop and Evaluate Policy and Procedures
C1. Develop and evaluate policy and procedures for the implementation of the forest invasive plant program pursuant to all statutory and administrative rules.
C2. Collaborate with the Department Invasive Species Team, the Wisconsin Council on Invasive Species, the Wisconsin Council on Forestry, and representatives of other state agencies to develop policy and regulations to implement the Invasive Species Statute, 23.22 and Administrative Code NR 40.
C3. Develop and analyze recommendations for legislation related to forest invasive plant issues.
C4. Work with the DNR Integrated Certification Implementation Team to prevent and mitigate concerns related to forest invasive plants and pesticide use on certified lands.
C5. Work with DNR tax law programs to assist cooperating foresters and landowners on addressing and monitoring invasives on private land.
C6. Lead the Department Pesticide Use Team and serve as the Program Pesticide Coordinator for the Division of Forestry.

15%  D.  Develop and Maintain Internal and External Partnerships
D1. Serve as a member of the Department Invasive Species Team, ad hoc groups, committees, and other groups as assigned to advance awareness for program goals.
D2. Foster partnerships within the Department and with other agencies/organizations to develop and implement management objectives for forest invasive plants.
D3. Partner with university researchers, industry, federal agencies and neighboring states to identify forest invasive plant research needs and collaborate on research projects.
D4. Maintain communications with other government agencies, private, non-profit and professional organizations, and universities on technical issues related to the effects and management of invasive plants.
D5. Collaborate with partners on citizen monitoring and reporting projects.
D6. Maintain active partnerships with statewide Cooperative Weed Management Areas (CWMAs) through resource sharing and guidance.

10%  E.  Coordinate Education and Training Programs
E1. Produce educational and training materials on forest invasive plants prevention, inventory, control and regulations for Forestry Division staff, consultants, private forest landowners, and citizen scientists.
E2. Coordinate with Division and Department staff, FISTA, UW-Extension and other organizations to identify and implement training.
E3. Facilitate training programs to inform DNR staff, industrial and consulting foresters on the proper use, safe handling methods, environmental hazards and changes in regulations of pesticide use in forests.

SPECIAL REQUIREMENTS

- Ability to obtain and maintain a WI driver’s license.
- Ability to obtain and maintain Wisconsin’s Forestry Commercial Pesticide Applicator’s Certification.
KNOWLEDGE, SKILLS AND ABILITIES:

**Upon Appointment**
1. Knowledge and skill related to forest invasive plants with an emphasis on forest ecology.
2. Knowledge of principles and skills in the practice of integrated pest management and biological control of forest invasive species.
3. Knowledge of forest management practices and principles.
4. Knowledge of forest vegetation inventory methods, equipment and techniques for determining distribution and impact of forest invasive plant management strategies.
5. Knowledge of forest pesticides, their role and proper use in forest management, the types of application procedures and application equipment and the associated environmental benefits and/or risks.
6. Knowledge of research methods, such as collection, analysis, and reporting of quantitative data.
7. Skills in public speaking and use of visual aids.
8. Skills in the use of computer-based systems for information management and exchange including database, spreadsheet, word processing, GPS, GIS, PowerPoint and Internet.
9. Skills and ability to work independently while exercising sound judgment.
10. Ability to facilitate decision making in a group context.
11. Ability to communicate effectively both orally and in writing.
12. Ability to perform tasks with a high level of accuracy, while keeping an eye on the big picture.
13. Effective prioritization skills.

**Full Performance**
15. Knowledge of state statutes, administrative rules, policies and programs applicable to the invasive plant program.
16. Knowledge of state, federal and other grant programs with funds for invasive plant prevention, inventory, control and monitoring.

**PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:** Physical requirements include talking in front of groups, sitting for long periods of time, and lifting and carrying 5 to 30 lb. Environmental factors include working indoors in an office setting and independently traveling to locations around the state. This position spends approximately 10% of its time outdoors, meaning one could be exposed to extreme cold (temperatures below 32 degrees for periods of an hour or more) and possible extreme heat (temperatures above 100 degrees for periods of more than one hour).

**Equipment Used:**
Computer including word processing, spreadsheet, database, and multi-media presentations software. GIS Software, GPS, digital camera, fax machine, telephone, photocopier, plotter, workstation and calculator.

**Telework Evaluation:**
The duties and responsibilities of this position would be suitable for telecommuting occasionally from an alternative office location.
PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners
- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making
- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication
- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building
- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other’s views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.
**Demonstrates Leadership**

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.

- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.

- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.

- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.

- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.

- Provide direction, support and encouragement amongst their team colleagues and partners.

- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.

- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.