

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Working Title: Private Forestry Specialist

Classification: Forester – Advanced

Location: Madison, Green Bay, Milwaukee, Rhinelander, or Spooner

POSITION SUMMARY: The Private Forestry Specialist leads program management and policy development for the statewide private lands forestry program and federal Forest Stewardship program for the Division of Forestry. This position is the technical expert and thought leader for the Division in private forestry, setting the pace for the Division through leadership, innovation, adaptation, best practices, and transfer of knowledge. The Private Forestry Specialist is a key internal and external consultant for staff, leadership, inter-divisional teams, and partner groups. This position maintains cutting-edge knowledge and expertise by staying abreast of current research and maintaining an effective professional network.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL RESPONSIBILITIES: This position is located in Madison, Green Bay, Milwaukee, Rhinelander, or Spooner with responsibilities statewide. Occasional travel within the state and nationally is required.

SCOPE OF AUTHORITY: This position works under the general supervision of the Public & Private Forestry Section Chief within the Bureau of Forestry Field Operations.

GOALS & ACTIVITIES:

50% A. Program Coordination

- A1. Serve as the program lead for statewide private forestry programs by providing overall guidance and program administration for private forestry working closely with program staff and the Public & Private Forestry Section Chief (pursuant to NR 1.21, 1.211, and 1.212 Wis. Adm. Code).
- A2. Provide counsel to Division and Bureau leadership for private forestry program and federal Forest Stewardship direction and problem solving.
- A3. Coordinate private forest landowner assistance programs with the forest tax program to increase management of non-industrial private forestland.
- A4. Serve as the program lead for the Wisconsin Forest Landowner Grant Program, coordinate with Community Financial Assistance on program implementation, and communication policy and program updates to field staff and supervisors and Cooperating Foresters.
- A5. Coordinate with Farm Services Agency and Natural Resources Conservation Service on implementation of federal private forest landowner assistance programs.
- A6. Maintain working knowledge of the Wisconsin Field Inventory and Reporting System and serve as the lead for the Private Forest Landowner Database

20% B. Policy Development

- B1. Develop issue briefs, budget initiatives and administrative rules to advance the practice of forestry on private lands.
- B2. Respond to legislative inquiries and letters to the State Forester, Secretary, or Governor.
- B3. Make presentations to the Natural Resources Board, Wisconsin Council on Forestry, Forestry Division Teams, or federal agencies to advance private forestry initiatives.
- B4. Develop and present expert testimony to legislative committees or other venues.
- B5. Update forestry policies, handbooks (Private Forestry Handbook), and directives related to private forestry.

B6. Analyze state and national legislative proposals relative to private forestry and develop recommended responses.

20% C. Management of Internal and External Partnerships

- C1. Develop and maintain partnerships with private landowner groups and conservation organizations, including but not limited to Wisconsin Private Forestry Advisory Committee, Wisconsin Woodland Owners Association, Wisconsin Land & Water Conservation Association, Wisconsin Tree Farm Committee; Farm Services Agency; Natural Resources Conservation Service, Aldo Leopold Foundation, The Nature Conservancy, Wisconsin Young Forest Partnership, Resource Conservation & Development organizations, and the Ruffed Grouse Society.
- C2. Provide forestry guidance and expertise to internal partners including the Division of Fish, Wildlife and Parks and Division partners within the Bureau of Applied Forestry on private forestry initiatives and programs.
- C3. Seek opportunities to form cooperative relationships with individuals, associations or public agencies that will extend forestry guidance to more private landowners.
- C4. Serve as the Bureau lead and as a standing member of the Private Lands Management Specialist Team.
- C5. Act as the principal liaison for the Cooperative Forest Management committee of the Northeast-Midwest State Foresters Alliance (NMSFA).

10% D. Performance Management

- D1. Recommend to leadership how to measure success of the private forestry program including the reporting of data by Department staff.
- D2. Report results of performance measurement to leadership and to affected staff, including implementation of the Division's Strategic Direction measures for private lands
- D3. Prepare accomplishment reports for the Division, Department, Wisconsin Council on Forestry and other organizations/agencies as requested.
- D4. Recommend adaptations to improve performance as needed.
- D5. With supervisors, coordinate additional training, coaching, and mentoring to improve performance.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

- 1. Knowledge of natural resource and private lands management, including forest management, protection, and recreation
- 2. Knowledge of public policy analysis and interpretation
- 3. Ability to establish and maintain collaborative partnerships with external individuals and organizations
- 4. Knowledge of basic personal computer usage to include word processing, database, and e-mail software
- 5. Customer service skills
- 6. Oral and written communication skills

Full Performance:

- 7. Knowledge of policies and programs applicable to Division programs, including statutes, rules, handbooks, and manual codes
- 8. Knowledge of all Department programs
- 9. Knowledge of forestry assistance programs
- 10. Knowledge of federal private forestry programs
- 11. Knowledge of forestry interests within the state

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

Equipment Used: 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

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.