

**FLORENCE COUNTY FORESTRY AND PARKS
ASSISTANT ADMINISTRATOR**

Florence County Forestry and Parks Department is accepting applications and resumes for the position of Assistant Administrator. This position is full time – 40 hours a week.

The purpose of this position is to implement Sustainable Forestry on the Florence County Forest under the direction of the County Forest Administrator as guided by the Florence County Forest Fifteen-Year Forest Plan. This position will also direct recreational activities undertaken by the Forestry and Parks Department.

A Bachelor Degree in Forestry (or closely related field) from a college or university accredited by the Society of American Foresters is required. Preference will be given to applicants who meet the educational requirement and have additional experience.

Strong computer skills in Microsoft Office, GPS Unit Software; exposure to ARC-VIEW, and WisFIRS preferred.

Salary range is \$43,680 to \$63,627 depending upon qualifications and experience.

If you are interested, you must submit your application, resume and cover letter to:

Florence County Administrative Coordinator
Attn: Donna Trudell
PO Box 410
Florence, WI 54121

Or by email at: dtrudell@co.florence.wi.us.

Resumes and applications will be accepted until 4:00 PM on Tuesday, November 12th, 2019.

Position descriptions are available upon request or you can look on our website:
www.florencecountywi.com .

Any questions regarding this position can be directed to the Florence County Forestry & Parks Department (715) 528-3207 ext. 1.

Florence County is an Equal Opportunity Employer