

## Florence County Job Description

**Position Title:** Assistant Forest Administrator  
**Department:** Forestry and Parks  
**Reports To:** Forestry and Parks Administrator  
**FLSA Status:** Full-Time (40 hours per week)/Exempt  
**Salary Range:** \$43,680-\$63,627  
**Salary Grade/Level:** 6

**Position Summary:** Implements Sustainable Forestry Programs on the Florence County Forest under the direction of the County Forest Administrator and the Florence County Forest Fifteen-Year Forest Plan. Position directs recreational activities undertaken by the Forestry and Parks Department and provides program guidance and supervision to staff. Position partners with other county and township level governments, external agency partners, and with the general public on behalf of Forestry and Parks to accomplish identified goals and objectives for the County. Assist with managerial and administration duties in the absence of the Forestry & Parks Administrator.

### Essential Functions:

#### **A. Forestry**

- Conduct necessary regular reconnaissance and reconnaissance updates on timber stands within the Florence County forest to assess current stand conditions and improve accuracy of existing reconnaissance data, including reconnaissance and mapping of newly acquired land.
- Tabulate reconnaissance data and develop timber stand prescriptions, including the completion of all necessary paperwork associated with reconnaissance activities.
- Establish timber sales in conjunction with the Forest Administrator and DNR Liaison Forester, including cruising, marking, running lines, mapping, and preparing timber sale documents.
- Conduct timber sale administration as needed. Typical duties may include: scaling, checking contract compliance, communicating with contractors and truckers, private land owners, alerting the Forest Administrator to potential and existing problems.
- Checking SFI/FSC compliance on Contractors.
- Perform inspections on Contract requirements and closing Timber Sale Contracts including BMP's, roads, trails, landings, seedings, Recon updates, scale summaries and final billings, etc. Conduct other forestry projects such as: planning, layout and design of site preparation, tree planting, regeneration and survival studies, timber stand improvement, release, etc.
- Oversee USFS Stewardship project items such as road construction, timber sale administration, timber sale establishment

#### **B. Recreation, Forest roads, and Wildlife**

- Assist with wildlife project work: gating, berming, signing, mowing and clearing.
- Assist snowmobile and ATV programs: brushing, signing, inspecting trails, developing new routes, working with clubs, landowners, local government.
- Assist with grant applications annually to support Forestry Department goals and objectives.
- Assist with building and maintenance of County forest roads.

#### **C. Other**

- Assist with building, inspecting, and maintaining County Parks and Boat landings.
- Assist with the maintenance of County Keyes Peak Ski Hill.
- Provide direction to staff in conjunction with various forestry, recreation, and wildlife projects.
- Investigate and report problems within the County forest to the Forestry and Parks Administrator (e.g. theft, insects and diseases, illegal deer stands, dumping, severe off-road vehicle/ATV damage, damage to County facilities and property).
- Assist with Forestry Education in conjunction with school programs, UWEX/WRIC.

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- Maintain a professional attitude and attend training sessions and meetings as approved by the Forest Administrator.
- All other duties as assigned.

### **Supervisory Requirements:**

- Follow Florence County's employment policies and applicable laws.
- Assist Administrator with planning, assigning and directing work; appraising performance; reward and disciplining employees; addressing complaints and resolving problems.
- Authorize Overtime requests in the absence of the Forest Administrator.

### **Education:**

- A Bachelor's Degree in Forestry (or closely related field) from a college or university accredited by the Society of American Foresters required.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Excellent written and verbal communication skills; ability to communicate effectively to various groups and individuals.
- Strong computer skills in Microsoft Office, GPS Unit Software; exposure to ARC-VIEW, and WisFIRS preferred.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Ability to interpret and apply federal, state and local policy and guidelines.
- The ability to exercise independent judgment and work without direct supervision.
- Have the ability to maintain accurate records and prepare clear and accurate reports.
- Must possess or acquire a valid Wisconsin driver's license.
- Must possess or acquire an Applicator's License for Herbicide Application within 12 months of employment.
- Have the ability to work cooperatively with others including: department employees, DNR employees, contractors, truckers, County employees, County officials, private landowners, clubs, organizations and the general public.

### **Physical Requirements:**

- Must have the ability, stamina and willingness to travel over long distances, over rough terrain, on foot, and in all types of weather. Will occasionally be required to perform physically strenuous labor.
- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Occasionally required to sit and taste or smell.
- Regularly lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### **Residency Requirement:**

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### **Work Environment:**

- Portion of work week spent in an office environment. Minimal noise level.
- Regularly exposed to and working in outside weather conditions.

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### Employee Acknowledgement:

I acknowledge that I have received a copy of the Assistant Forest Administrator job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name