



FOREST MANAGER 1	8259
FOREST MANAGER 2	8260
DISTRICT FOREST MANAGER	8261
AREA FOREST MANAGER	8262

SERIES CONCEPT

Agency Wide Leadership

Provide leadership and direction at the unit, district, area and agency level within all agency programs including Protection from Fire, State Forest Program, Private Forests and Administration.

Agency Relations

Responsible to serve as agency liaison to a variety of entities including; federal agencies, state agencies, local government, private organizations and individuals. Develop draft and sign agreements including interagency, cooperative, supplemental fire line, wildland supplemental fire agreement, delegation of authority and mutual aid. Develop, draft and sign contracts.

Program Delivery

Implements Board of Forestry objectives, Forestry Program for Oregon, Department's Strategic Plan, biennial budget, Agency Mission, Vision, Values through subordinate supervisors. Develop local policies related to implementation. Oversight of the various programs administered within the specific geographic area.

- Oversight of the Protection from Fire Program (ORS 477) including prevention, detection, pre-suppression, suppression and investigation.
- Oversight of the Private Forests including environmental regulation enforcement and education of the Forest Practices Act (ORS 527). Promotes best management practices on private and urban forests.
- Oversight of the management of the State-Owned forest lands according to state and federal law through marketing, planning, reforestation, engineering, recreation, education and protection to achieve the greatest permanent value of the citizens of the state of Oregon.
- Oversight for the Administration of develop, implement and monitor fiscal and biennial budgets. Supervision of a complement of seasonal, technical and professional series workforce including sub-ordinate managers. Responsible for short and long term planning including staffing, resources, facilities, fleet, operations and risk. Responsible for the development and implementation of safety plans and procedures in a high risk environment.
- Responsible to set priorities during high stress, crisis management, fire and other emergency situations, including multiple initial attack fires, extended attack fires, project fires or any combination thereof. Complete multi-level contingency plans in conjunction with units/districts, agencies, cooperators and landowners over multiple days.

Develop fiscal and biennial budgets including; tracking of expenditures on a monthly/yearly basis to ensure fiscal accountability. Develop and approve purchases, including capital outlay. Oversees Forest Patrol Assessment Rolls reporting including; proper classification of forest land, billing and county receivable reports. Complete reports for large incidents, including reviewing, processing and final approval. Reports include Fire Damage reports, Fire Investigation reports and accident reports.

Develop, draft and sign agreements including Interagency, Cooperative, Supplemental Fire Line, Wildland Supplemental Fire Agreement (WSFA), Delegation of Authority and Mutual Aid. Develop, draft and sign contracts. Develop, approve and implements plans including recruitment, equipment/facilities needs.

Develop plans, implement and oversee the implementation of legislatively approved initiatives (such as Senate Bill 36, Ballot Measure 37, etc.). This includes attending meetings with government officials, affected landowners and the public. Take an active role in the development of the Community Wildfire Protection Plan (CWPP).

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Develop and collaborate on the application for various grants for planning, educating and fuels work. This includes drafting the application and administration/implementation of the grant, including equipment used in the wildland urban interface. Develop and implement Smoke Management Programs.

Oversees Fire Prevention activities. Develops, implement and/or provides input for the Fire Prevention Plan. Coordinate fire restrictions/burn bans with other protection agencies.

Develop, implement and provides direction for the administration of Oregon Revised Statutes chapters 477 and 527 and Oregon Administrative Rules 629.

Develop, review and approve case reviews and approval of enforcement activity, including issuing citations. Provide input on development, approval and implement of the Safety Program. Act as the department liaison with cooperators, government officials, other agencies, landowners and the public. Coordinate with local governments on land use planning issues as they relate to forest lands. Participate in or review land use planning processes to monitor compliance with statewide land use planning goals and agency objectives.

Responsible for the recruitment, selection, training and time management of staff assigned to the various programs administered. Delegate assigned responsibilities as appropriate and provide guidance to employees regarding assignments and assist them in developing their careers.

Responsible for forest management planning, implementation, and monitoring. Includes development of long range forest management goals, Timber sale, road, and reforestation contracts. AOP's, IP's and meeting objectives set forth in the Forest Management Plan to maintain economic, social and environmental outcomes.

Responsible for the implementation of Private Forest Program including; Administration of the Forest Practices act, Smoke management plan, Insect and disease, Cost share programs with Landowners, Responsible for the implementation of urban forestry program.

Responsible for the short and long term planning for the various programs. Planning duties include ensuring adequate staffing, resources and facilities to meet short/long term needs. This includes identification and approval of appropriate expenditures and incorporating these into the budget process. Complete evaluations to ensure programs are in line with the Department's Mission, Vision, Strategic Plan and FPFO. Make recommendations and approve response to resource shortages within the programs. Coordinates and negotiates with other agencies/cooperators to address resource needs. Evaluate readiness needs and takes corrective action as necessary by approving movement of resources to meet program needs, ensuring adequate staffing/resource needs are met

DISTINGUISHING FEATURES

Forest Manager 1 – Positions at this level are responsible for tasks in the series concept as they apply to a Unit or one to two programs within a District.

Forest Manager 2 – Positions at this level are responsible for all of the tasks in the series may involve multiple units and programs and multi-level coordination with cooperating agencies within a district geographic area.

District Forest Manager – Positions at this level are responsible for all of the tasks in the series concept as they apply to a District and related Units.

Area Forest Manager – Positions at this level are responsible for all of the tasks in the series concept as they apply to an Area and related Districts and Units within the area. Leads agency wide programs and initiatives.

MINIMUM QUALIFICATIONS & SKILLS

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Forest Manager 1 - Five (5) years of natural resource experience in areas such as wildland fire suppression, forest management, etc., which include assisting with a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation; **OR** Bachelor's degree in forestry or closely related natural resources field and two (2) years of natural resource experience in areas such as wildland fire suppression, or forest management which include assisting with a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

SKILLS

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtaining information from all relevant sources.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyze information and evaluating results to choose the best solution and solve problems.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
 - Keep up-to-date technically and applying new knowledge to your job.

Forest Manager 2 - Six (6) years of natural resource experience in areas such as wildland fire suppression, forest management, etc., which include assisting with a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation; **OR** Bachelor's degree in forestry or closely related natural resources field and three (3) years of natural resource experience in areas such as wildland fire suppression, or forest management which includes which include assisting with a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

SKILLS

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtaining information from all relevant sources.
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- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyze information and evaluating results to choose the best solution and solve problems.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Keep up-to-date technically and applying new knowledge to your job.

District Forest Manager - Eight (8) years of natural resource experience in areas such as wildland fire suppression, forest management, etc., which includes a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation; **OR** Bachelor's degree in forestry or closely related natural resources field and five (5) years of natural resource experience in areas such as wildland fire suppression, or forest management which includes a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

SKILLS

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtaining information from all relevant sources.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyze information and evaluating results to choose the best solution and solve problems.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Keep up-to-date technically and applying new knowledge to your job.

Area Forest Manager - Ten (10) years of natural resource experience in areas such as wildland fire suppression, forest management, etc., which includes a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation; **OR** Bachelor's degree in forestry or closely related natural resources field and seven (7) years of natural resource experience in areas such as wildland fire suppression, or forest management which includes a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

SKILLS

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.

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- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtaining information from all relevant sources.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
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- Keep up-to-date technically and applying new knowledge to your job.

DISTINGUISHING FEATURE FROM SIMILAR SERIES

N/A

Adopted Pending
Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division