



FORESTER, DEPUTY STATE

CHARACTERISTICS OF WORK:

This is administrative and supervisory work in directing the various offices or districts within the Mississippi Forestry Commission. The duties are often technical in nature, not only requiring the application of techniques that are well standardized, but in addition demanding continuous study and experimentation to develop new techniques. The incumbent is responsible for all aspects of the State Forestry Agency in a given area of the state and/or is responsible for some duties on a statewide basis. The work includes administrative, fiscal, personnel, and budget management within the offices or districts statewide. Supervision is exercised over subordinates of offices or districts, and general supervision is received from the Administrative Superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Forestry;

AND

Experience:

Five (5) years of administrative work experience as a professional forester.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Forestry;

AND

Experience:

Six (6) years of administrative work experience as a professional forester.

Licensure/Certification:

Must possess a current license as a Registered Forester by the Mississippi Board of Registration for Foresters within one year of employment.

Must possess a valid driver's license, as verified by the hiring agency.

Note:

Incumbents who are required to fight wildfires or conduct field work on a routine basis must successfully complete a Moderate Pack Test within ninety (90) days of hire date and annually thereafter

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified

and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Administration and Management: Plans, coordinates, and directs business functions, resource allocation, and production related to a district/multi-county forestry program.

Organizes and develops forest protection, forest management, or administrative services programs. Provides input towards construction of budget. Analyzes manpower, equipment, and facility requirements of the office/district and makes recommendations. Provides direction and coordination of available resources to carry out management regimes to program areas. Processes resource allocation paperwork.

Planning and Evaluating: Determines resource requirements; determines goals and strategies to achieve them; monitors progress and evaluates outcomes and accomplishments.

Participates in analyzing and recommending changes in existing organization and in formulating new organizational patterns and roles needed to meet current and future objectives. Assists in developing office/district work plans, goals, and objectives in the assigned program area(s). Determines needs of the office/district in forest protection, forest management, or information and education and implements appropriate programs

Forestry: The art, science, and practice of studying and managing forests and related natural resources.

Possesses and maintains a working knowledge of information regarding proper forestry management practices. Demands continuous study and experimentation to develop new techniques. Assists in carrying out forest management practices, giving advice on proper forestry management practices and on methods to improve and protect their forest investment. Prepares detailed forest management plans for landowners and recommends forest management plans to the Boards of Education and other public lands.

Fire Suppression and Control: Supervises or participates in fire detection, suppression, and control activities.

Supervises and conducts forest fire detection and suppression activities. Scouts to identify the resources needed to successfully extinguish fires. Supervises prescribed burning activities.

Safety: Ensures safety regulations are enforced.

Ensures safety at all fires and other assigned duties. Administers safety programs. Follows all safety regulations. Operates all equipment using proper safety guidelines.

Program Monitoring: Monitors various programs within the Offices of Forest Management and Inventory and Forest Protection and Information.

Monitors various Division programs. Monitors complete operation and ensures all State, Federal, and Commission laws and policies are met. Monitors Information and Education Program. Monitors rural fire prevention control and associated programs. Monitors cooperative forest health programs.

Agency Liaison: Communicates and maintains relations between the Mississippi Forestry Commission and other state and federal agencies.

Maintains relations with other state and federal agencies and coordinates recommendations regarding the Offices of Forest Management and Inventory and Forest Protection and Information. Acts as liaison between the Mississippi Forestry Commission and other state and/or Federal agencies on a state or district level, as directed by Administrative Superior.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff and line employees.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards

team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides input towards construction of office or district and overall agency budget and monitors budget compliance of office or district programs.
2. Monitors various programs and activities within the Offices of Forest Management and Inventory, Forest Protection and Information, or other districts.
3. Maintains relations with other state and federal agencies and coordinates recommendations regarding the Offices of Forest Management and Inventory and Forest Protection and Information.
4. Sets performance standards; reviews and evaluate work of employees.
5. Maintains responsibility for all aspects of the State Forestry Agency in a given area of the state and/or is also responsible for some duties on a statewide basis.
6. Maintains responsibility for office/district safety program.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Formulates budget needs, provides input toward construction of overall budget, and monitors budget compliance.

Monitors various office and district programs.

Monitors complete office and district operation and ensures all State, Federal, and Commission laws and policies are met.

Monitors Information and Education Program.

Monitors rural fire prevention control and associated programs.

Monitors cooperative forest health programs.

Monitors and supervises the Forest Regeneration program.

Monitors and supervises public and private lands Management programs.

Acts as liaison between the Mississippi Forestry Commission and other state and/or Federal agencies on a state or district level, as directed by Administrative Superior.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.