

**POSITION DESCRIPTION  
VILAS COUNTY**

<b><u>SECTION I: GENERAL INFORMATION</u></b>	<b>DRAFT</b>	<b>FINAL</b>
<b>Position Title:</b> ASSISTANT FOREST ADMINISTRATOR	<b>Department:</b> Forestry, Recreation and Land	
<b>Immediate Supervisor's Position Title:</b> Forest Administrator	<b>FLSA Status/Pay Classification Code:</b> Exempt	
<b>Original Description Date:</b> October 2012	<b>Revised Date:</b> June 2021	
<b>Oversight Committee:</b> Forestry, Recreation and Land Committee	<b>Approved Date:</b>	
<b>Approved by:</b> Personnel Committee	<b>Approved Date:</b> January 2003	

**Job Summary:** Under the supervision of the Forest Administrator, this position will complete, supervise and direct a variety timber management and wildlife conservation programs, under the concept of multiple use, sustainable forestry as defined in the Vilas County 15-year Comprehensive Forest Plan. Primary duties will include inventory and analysis of forest stands for the planning and implementation of timber stand improvement projects, timber harvests, and reforestation activities. Critical components of these duties will be inspection and administration of timber sale contracts to insure appropriate completion and accounting for the value of all products removed from County owned lands. Other critical duties will include planning and completion of reforestation projects including competition control treatments and tree planting. The position will document required permitting and conservation actions for all projects and activity to meet Vilas County obligations within laws, regulations and agreements. Assist with updates and maintenance of the Vilas County 15-Year Comprehensive Forest Plan as required.

The position will assist with development annual of budgets for programming and projects under direction of the timber program. Grant identification, applications, required documentation, and fiscal tracking of grant dollars and county budget items will be part of the responsibility. The position may provide supervision of other employees as assigned to projects by the Forest Administrator.

This position will assist with the administration of other programs and projects as directed by the Forest Administrator, additional responsibilities may include assisting with private landowner request, assisting with Good Neighbor or Stewardship agreements on National Forest Properties or assisting with tax delinquent property disposal.

Work duties are performed in all types of weather. All other duties as assigned by the Forest Administrator or as necessary for the efficient and effective operation of the Forestry, Recreation and Land Departments.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1) Operations**

- a) Understands and follows direction as provided by and through the County Forest Administrator.
- b) Reviews and understands items within the Vilas County 15 Year Comprehensive Forest Plan.
- c) Completes all aspects of the administration and timber management of the Vilas County Forest, including approximately 42,000 acres by completing tasks as follows:
  1. Examination of forest stands to determine timber type, age, volume, growth, size, and acreage for the prescription and application of appropriate silvicultural systems.
  2. Determines property and cutting boundaries, performs insect and disease surveys, defines road locations, and identifies planting needs by use of aerial photography, compass & chain, global positioning systems (GPS), geographical information systems (GIS), and cartography.

3. Prepares forest stands for improvement harvests (both commercial and non-commercial) by marking boundaries, marking timber, determining acreage, protecting biological diversity, considering visual aesthetics, and protecting endangered/special concern species. Prepares the annual Timber Sale by submitting cutting notices, maps, and harvest regulations for approximately 15-25 tracts of timber from the current annual allowable harvest of approximately 1000 acres.
4. Ensures appropriate regeneration of forest stands by natural and artificial means. Establishes and supervises forest regeneration projects including site preparation, mechanical and chemical treatments, and planting projects as needed. Completes the planting program by identifying, prescribing and supervising the implementation of site preparation activities, planting, and plantation release by both hand and herbicide application.
5. Maintains and updates the County Forest Reconnaissance information on 1350 forest stands. Completes updates on the annual goal of 2000 acres by gathering field information and editing the geographic Information System (GIS) using DNR WisFirs database and mapping system. Maintains and updates County Forest surveys by blazing and painting boundary lines, bearing trees, and corners and editing this information on the GIS as well as maintaining the data base of all historical management practices.
6. Maintains County Forest Databases within the Wisconsin DNR WisFirs system. Assists the Administrator with the supervision of all in field recreational and wildlife conservation activities as needed or assigned.
7. Assists in planning and layout for annual forestry projects within the County Forest and updates of the County Forest 15 Year Land Management Plan.
8. Assists in the development of work plans, hiring, training, supervision, and evaluation of limited term and other employees as assigned.
9. Assists in the operation of a variety of forest and recreational management equipment including, but not limited to, skidders, heavy trucks, spray equipment, other site preparation equipment, mowers, and a variety of power and hand tools.
10. Provides technical forestry information to public and private landowners. Cooperates with public agencies and private organizations to provide and promote forestry education and awareness.
11. Performs all other duties related to the above (not specified) or assigned.
12. Attends meetings and keeps records for all programs directly supervised.

**2) Grants**

- a) Locates grant opportunities and assists with grant applications to meet the goals of the Vilas County 15-year Comprehensive Forest Plan.
- b) Assists in location of grants opportunities for other program goals as directed by the Vilas County Forestry Administrator.

**3) All other duties as assigned or as necessary for the efficient and effective operation of programs under direction of the Forestry Administrator by authority or direction of any established County Committee.**

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	<b>Major Field of study or emphasis:</b> Minimum of B.S. in Forest Management from a university accredited by the Society of American Foresters
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Preferred	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>• Wisconsin Certified Pesticide Applicators License</li> </ul>		

<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Preferred	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>• <b>Equipment operation certifications</b></li> </ul>		

**C. Required Work Experience:**

<input checked="" type="checkbox"/> <b>In addition to Education/Licensure</b>	<input type="checkbox"/> <b>Instead of Education/Licensure</b>
<ul style="list-style-type: none"> <li>• Minimum of 4 years field experience in forest management and timber sale contract administration required</li> <li>• Experience with timber sale preparation including property line and cutting boundary determinations, timber marking and timber volume estimation required.</li> <li>• Experience with scaling of forest products including cordwood and sawtimber in the field and scale ticket systems with corresponding mill tracking required</li> <li>• Experience with forest accounting systems and accounting of timber sale harvest volumes and income required</li> <li>• Experience with the DNR WisFirs system preferred</li> <li>• Experience with ArcGIS and GPS software programs and mapping preferred</li> <li>• Ability to maintain and operate a wide variety of equipment preferred</li> <li>• Demonstrated ability to supervise and manage forest management and forest regeneration operations</li> </ul>	

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

1. Knowledge of Multiple Use Concepts in Public Land Management.
2. Knowledge of forest management techniques and silvicultural characteristics of forest stands.
3. Knowledge to supervise the operation of a variety of forest management, site preparation, and forest regeneration projects.
4. Knowledge of methods, practices, and equipment used in forest management.
5. Ability to operate and supervise the operation of a variety of forest management equipment including, but not limited to, trucks, tractors, mowers, and a variety of power hand tools.
6. Ability to maintain accurate field inventories including forest stands, regeneration and plantations and complete fiscal planning and annual reporting.
7. Ability to supervise staff as designated and limited term personnel.
8. Ability to establish and maintain satisfactory working relationships with other employees, clubs, and organizations with contractual relationships with the Forestry, Recreational & Land Department, the public, and elected officials.
9. Knowledge and experience with ESRI GIS products and WDNR's WisFirs program.
10. A working understanding of GPS equipment is required.
11. Ability to obtain and maintain the State of Wisconsin Commercial Pesticide Applicator License.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
Forestry, Recreation and Land Technicians during times assigned by administrator	Varies
Summer LTE's and Interns as assigned	Varies

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.