



Job Class: Natural Resources Forestry Assistant Director

Working Title: NR Forestry Assistant Director - Forestry Deputy Director

- **Job ID:** 58896
- **Location:** St. Paul
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 09/16/2022
- **Closing Date:** 10/07/2022
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** Forestry
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes
- **Salary Range:** \$45.58 - \$65.26/hourly; \$95,171 - \$136,263/annually
- **Classified Status:** Classified
- **Employment Condition:** Full Time Unlimited
- **Bargaining Unit/Union:** 220/Managerial
- **Work Location:** St Paul Forestry Central Office
- **FLSA Status:** Exempt
- [Connect 700 Program Eligible: Yes](#)
- **To apply go to <https://mn.gov/mmb/careers/>, click "Search open positions" and enter Job ID 58896**

Job Summary

The Deputy Director functions with the Director to provide oversight of Forestry Resources. This position directs the operational activities of the Division of Forestry, serves as the principal assistant to the Director of Forestry, and acts in the Director's absence to support sustainable forest management.

Programs include: Comprehensive strategic planning and integrated management; fire and pest management, protection, and control; state land forest management; school trust land management; private forest management and assistance; production of tree and shrub species for public and private lands; forest inventory; forest product marketing and utilization technical assistance; and urban and community forest assistance.

Position interacts on a regular basis with the overall Forestry community in the state including federal, county, tribal, extension and private consulting foresters and plays a major role in the department's interagency sustainable forest management and climate change. The position has a strong role in working with members of the Minnesota Legislature, as well as with program cooperators throughout the state.

Minimum Qualifications

- Bachelor of Science Degree in Forest Science/Management (or a closely related field of academic study) AND three years managerial or advanced supervisory experience directing and supervising forest management programs and staff.

- Experience managing and supervising natural resource management programs, policies and procedures sufficient to direct activities of staff, evaluate success of efforts and recommend changes to policy or design new policies or budget adjustments that would enhance regional and statewide programs
- Knowledge of rules and laws related to forest management and protection programs, forest ecosystem management and development science sufficient to evaluate unit and program management.
- Knowledge of different cultural and community groups sufficient to administer the programmatic area and ensure stakeholders understand the requirements and expectations of a given program.
- Knowledge of the legislative process, procedures for writing and passing bills, committee structure and legislative protocol to recommend regulation changes and help guide proposals through the rulemaking and legislative process.
- Knowledge of political processes sufficient to assist in proposing legislative action and enacting division proposals.
- Knowledge of government budgeting processes, including biennial budget development, proposal and administration to develop and manage a budget involving multiple funding sources and capital development funds.
- Experience in long-range and strategic planning, developing operational plans, developing procedures and directing projects.
- Oral and written communication skills sufficient to clearly, concisely and effectively communicate technical and non-technical information to appropriate audiences and the media.
- Collaborative skills to effectively work with and align stakeholders and staff through the application of a wide range of organizational, technical, analytical and interpersonal skills to accomplish common conservation objectives.
- Previous experience managing research, policy and/or planning programs applied to natural resources.
- Interpersonal and human relation skills sufficient to establish and maintain effective working relationships with internal and external customers.
- Requires an unrestricted Minnesota Class D Driver's License and a clear driving record: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.

Preferred Qualifications

- Advanced degree or other education/training in areas pertinent to the position responsibilities.
- Knowledge of DNR programs and areas of responsibilities in other divisions.
- Knowledge of a variety of land management areas such as acquisition, leasing, rights, agreements and land laws.

Physical Requirements

Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Conflict of Interest Review
- Education/license verification

Why Work For Us

Our goal as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of State of Minnesota policies, programs and practices, so that we can support the success and growth of all people.

We are proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees. This means that our employees are respectful to one another and to our customers. We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency's mission.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

If you are a Connect 700 applicant, please submit your certificate to Bobbie Donat at bobbie.donat@state.mn.us by the job posting close date.

Contact

If you have questions about the position, contact Patricia Thielen at patty.thielen@state.mn.us or [651/259-5276](tel:6512595276).

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:6512593637) or email careers@state.mn.us. Please indicate what assistance you need.