

Working Title: Little Falls Area Forestry Supv
Job Class: Natural Resources Forestry Supervisor
Agency: MN Department of Natural Resources

- **Job ID:** 71380
- **Location:** Little Falls
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 12/21/2023
- **Closing Date:** 01/10/2024
- **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, limited travel within the state
- **Salary Range:** \$32.75 - \$47.40 / hourly; \$68,382 - \$98,971 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 216 - Middle Management Association/MMA
- **FLSA Status:** Exempt - Executive
- **Telework Eligible:** No
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

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Job Summary

This is the Forestry Area Supervisor position in the Little Falls Forestry Administrative Area which consists of an area office in Little Falls and surrounding field stations.

This position directs all the activities of the Division of Forestry Administrative Area, including the direct supervision of staff. The position directs Division of Forestry program implementation and promotes inter-disciplinary collaboration, cooperation and problem solving within the Area Administrative Unit. Occasional overnight travel required.

Responsibilities include:

- **Supervision:** Perform, or effectively recommends hires, transfers, suspensions, layoffs, recalls, promotions, discharges, work assignments, rewards, and discipline.
- **Program:** Manage Division of Forestry programs that are implemented at the Area Administrative level and promote inter-disciplinary collaboration, cooperation and problem solving Department-wide. Forestry programs include: State Forest Land Management; Cooperative Forest Management; Resource Protection; Forest Resource Information and Analysis; Nursery and Tree Improvement; and Administration and Technical Support.
- **Budget:** Manage overall Area budget.
- **Administration:** Manage all administrative activities for the Forestry Area. Represent the Division of Forestry to other organizations, agencies and the public. Participate in and contribute to regional and statewide Forestry and inter-disciplinary natural resources planning efforts. Establish working links to adjoining field units, both in forestry and other natural resource disciplines.

Minimum Qualifications

- Bachelor of Science degree in Forest Science/Management (or a closely related field of academic study).
- Five years supervisory or advanced professional experience with at least two of the five years equivalent to the NR Forestry Specialist Senior class OR Five years of supervisory or advanced professional experience with at least one year experience at Assistant Area Supervisor class (or equivalent).
- Knowledge of forestry management principles sufficient to implement public responsiveness techniques; administer Department and Division policies, procedures and operating guidelines and State of Minnesota statutes pertaining to natural resources management; direct Division programs; and negotiate complex inter-disciplinary forest management issues.
- Supervisor/lead work experience and training that incorporates directing, coaching and resolving conflicts.
- Oral communication and interpersonal skills sufficient to communicate with co-workers, technical audiences and local constituents.
- Written communication skills sufficient to prepare and edit technical reports and management plans.

Preferred Qualifications

- Bachelor of Science Degree in Forest Science/Management (or a closely related natural science field of study) from a university program accredited by the Society of American Foresters, or comparable accrediting institution OR current Society of American Foresters Certified Forester status.
- Two years supervisory experience.
- Five years of experience in Division of Forestry
- Knowledge of budget policies, procedures and regulations sufficient to manage and administer budgets.
- Broad range of experience with the following Forestry field operation programs: 1) State Land Management; 2) Resource Protection with an emphasis on fire suppression and management; 3) Forest Resource Information and Analysis with an emphasis on FIM; and 4) Cooperative Forest Management.
- Completion of a Leadership Development Program.
- Completion of a supervisory skill development program with training in the areas of: basic supervision; advanced supervision; communication; performance management; interpersonal skills; and leadership.

Additional Requirements

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

Applicants must have the ability to meet the physical requirements and work in the environmental conditions of the position, with or without reasonable accommodations.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Conflict of Interest Review
- Criminal History Check
- Education Verification

- Employment Reference / Records Check
- License / Certification Verification

How to Apply

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Bob Milne at bob.milne@state.mn.us or [651-259-5798](tel:651-259-5798).

If you are an individual with a disability and need reasonable accommodation to assist with the application process, please contact the ADA Coordinator at ADA.DNR@state.mn.us. To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Hannah Ziemann at hannah.ziemann@state.mn.us.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency’s mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.