

LANGLADE COUNTY POSITION DESCRIPTION

FORESTRY AND PARKS ADMINISTRATOR

Non-Union Position, 40 hours per week
Department: Forestry and Recreation
Reports to: County Manager
Salary/Rate: \$63,918 to \$75,857
FLSA Status/Hours: Exempt, 40 – 45 hours per week
Revised: 4/21/2021

Summary:

Administer resources and recreation management on approximately 130,000 acres of county forest land. Work under the supervision of the County Manger and Forestry and Recreation Committee of the Langlade County Board of Supervisors. Responsible for all planning, budgeting, grant writing, expenditures, and receipts for the Langlade County Forest, Parks, and Recreation. The forest administrator's activities must comply and meet various federal and state mandates on all lands and parks managed by the forestry and recreation department.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Administer the Langlade County Forestry and Recreation Department, including public forest lands, parks and facilities under county ownership. This includes all county forest lands, parks, fairgrounds, and recreational facilities.
- Oversee administration of Langlade County Parks including but not limited to Camp Susan, Veterans Memorial Park, and Charles de Langlade Memorial Park.
- Supervise department employees and schedule departmental activities and work load.
- Prepare policies and procedures for the department.
- Propose budgets and authorize expenditures for the department.
- Direct the establishment of timber sales on the county forest lands and monitor the marking of timber, bidding, scaling, allowable cut, aesthetics, cutting practices, and contract compliance. Administer all timber sales and approve initial and final cutting reports.
- Responsible for the establishment and safe management, operation, maintenance and improvement of county wide trails, and trail systems including but not limited to snowmobile, ATV/UTV, hiking, biking, equestrian and water.
- Responsible for the overall operation of county parks.
- Administer the issuance and compliance of tribal members' gathering permits of various miscellaneous forest products.
- Responsible for the development of the Outdoor Recreation Plan and Langlade County Forest Fifteen Year Comprehensive Land Use Plan.
- Supervise collections for county forest timber stumpage, parks revenue and miscellaneous payments.
- Write grant applications for State, Federal and other funding sources for projects within the Forestry and Recreation Department.

- Plan the operations of the department, including layout and supervision of programs such as site preparation, tree planting, post aspen treatment, road construction and maintenance, firebreaks, trail mowing, park and recreation development, etc.
- Inspect state-funded, county administered trails (Snowmobile, ATV/UTV, etc.)
- Oversee land sales.
- Recommend lands to the Forestry and Recreation Committee for acquisition consistent with the Langlade County Forest Fifteen Year Comprehensive Land Use Plan.
- Oversee proposed easements and special use permits and make recommendations to the forestry and recreation committee.
- Enforce Langlade County Forests and Parks Ordinances.
- Adhere and respond to complaints from the public regarding Langlade County properties, policies and ordinances.
- Cooperate with various agencies and groups to achieve program objectives, which are in the best interest of Langlade County.
- Advise the county on all forestry and park related matters and legislation. Represent the county at meetings and legislative hearings.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

Bachelor's degree in Forestry Management, Resource Management, Forest Science or related field. Minimum of five years forestry and recreation program management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Knowledge, Skills and Abilities:

- Considerable knowledge of multiple-use land management, land surveying, forest management, cartography, silviculture, dendrology, timber types of northern Wisconsin, logging techniques, timber cruising, artificial regeneration techniques, recreation, computers, and GIS.
- Knowledge of and ability to apply managerial skills including: understanding of organizational structures and practices, establishing sound organizational plans, and coordinating departmental projects, activities and objectives; Budget preparation and monitoring; fiscal and operational documentation; employee supervision; long/short range planning, scheduling and effective business communications.
- Ability to maintain a professional attitude and keep current on the latest technologies and innovations in logging, forestry and parks management.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to exercise independent judgment and work without direct day-to-day supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to effectively present information to County Manager, Oversight Committee, County Board of Supervisors and/or others.
- Ability to produce quality customer service relations in a public service role.
- Ability to respond to common inquiries or complaints from the public, regulatory agencies, or members of the business or scientific community.

- Ability to establish and maintain satisfactory working relationships with the Department of Natural Resources, county employees, clubs and organizations with contractual relations with the department, elected officials, and the general public.

Technological Skills:

Working knowledge of Windows and Microsoft Office Suite.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- The employee must have the ability and stamina to travel long distances on foot over sometimes difficult terrain in all types of weather.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.
- Normal office working environment with little or no discomfort from temperature, dust, noise, wetness or the like.
- The noise level in the work environment will range from quiet to moderately loud.

Employee's Signature

Date

Supervisor's Signature

Date