



**Lake County
Deputy Land Commissioner**

BAND	GRADE	SUBGRADE	FLSA STATUS
C	5	1	Exempt

NATURE OF WORK

The second level in the Forestry Series is responsible for providing technical and professional support to accomplish and promote goals of the Land Department. Responsibilities may include managing the reforestation program and supervising staff.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%	C5
2.	Plans and coordinates tasks on forest land, including: preparing sites for land work; purchasing seedling and other supplies; coordinating tree planting and protection; and monitoring trail construction and maintenance.	Daily 25%	C4
3.	Designs and supervises timber sales to ensure compliance with laws and contract requirements; monitors multiple contracts to ensure work is completed in accordance with specifications.	Daily 35%	C4
4.	Updates and maintains GIS records.	Weekly 20%	B2
5.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MAY INCLUDE:
The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS
Incumbents apply significant working experience to ensure safe and efficient operations in assigned area. Decisions made at this level are predominantly operational in nature, dealing with the oversight of clearly defined procedures and work methods. Incumbents may adjust and modify work processes as necessary to ensure successful operations, but generally do not define the goals and objectives of the work area.

DIRECTION RECEIVED
Work under general supervision, and is provided with general goals and objectives and to develop and coordinate the assigned projects. This level has increased individual responsibility to coordinate the processes and programs.



**Lake County
Deputy Land Commissioner**

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others.

TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Forestry or related field and 3 years related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Valid driver's license

KNOWLEDGE REQUIREMENTS

- Supervisory principles;
- GIS databases;
- Data collection techniques;
- Forest land management principles;
- Applicable Federal, state, and local codes, regulations, laws, and standards;
- Analytical methodologies;
- Mathematical and statistical concepts;
- Computers and related software applications.

SKILL REQUIREMENTS

- Supervising staff;
- Prioritizing and assigning work;
- Planning and coordinating tasks;
- Utilizing analytical methodologies;
- Collecting, compiling, and interpreting data;
- Using a computer and related software applications;
- Ability to operate motor vehicles, all-terrain vehicles, and snowmobiles.
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to electrical currents, vibration, extreme temperature, intense noise, travel, and environmental threats.

CLASSIFICATION HISTORY

DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)



**Lake County
Deputy Land Commissioner**

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.