JOB VACANCY

CASS COUNTY LAND DEPARTMENT

Forest Resource Manager

This position is a Grade 28 with a present hourly range of $25.94 - $33.87 (DOQ). Fringe Benefits.

Location of Job Site: Cass County Land Department, 218 Washburn Ave E Backus, MN 56435
Hours Weekly: 40

Kind of Work:
Implementation of integrated forest resource management that will insure sustainable timber, wildlife, and recreational opportunities on one of the designated forest management areas. This position will have county wide responsibility for one of the Real Estate, Hardwoods, Planning, Regeneration or Wildlife program areas.

Minimum Qualifications/Experience:
Requires at a minimum, a Bachelor of Science Degree in Forestry, or related Natural Resource Management field of study or a Two-Year degree in Forestry, or related Natural Resource Management field of study with an additional 2 years of work experience. Must have a valid MN driver's license.

To Apply:
Please submit a Cass County Employment Application to Kelsey Schwartz by mail or e-mail. Application materials can be obtained by visiting [www.co.cass.mn.us](http://www.co.cass.mn.us) and clicking on the "Employment" tab.

CLOSING DATE: Friday, August 13th, 2021 at 4:30 p.m.

Applicants may call or write to request reasonable accommodation to complete the job application or attend an interview.

Cass County is an Equal Opportunity Employer
CASS COUNTY, MINNESOTA
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title: Forest Resource Manager</th>
<th>FLSA: Non-Exempt, Bargaining Unit Eligible</th>
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</thead>
<tbody>
<tr>
<td>Department: Land</td>
<td>Grade: 28</td>
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<tr>
<td>Supervisor: Land Commissioner</td>
<td>Hourly Range: $25.94 – $33.87</td>
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PURPOSE OF POSITION:
Implementation of integrated forest resource management that will insure sustainable timber, wildlife, and recreational opportunities on one of the designated forest management areas. This position will have county wide responsibility for one of the Real Estate, Hardwoods, Planning, Regeneration or Wildlife program areas.

WORK PERFORMED/JOB FUNCTIONS:
The work involves the design, setup and administration of timber sales, which includes using aerial photos and comprehensive timber inventory information to delineate the stands, type and timing of the harvest; determine sale and ownership boundaries; cruise to determine timber species and volumes; establish timber values; advise loggers on proper harvesting techniques; administer the sale to insure compliance with sale regulations, applicable laws and BMP's; maintain and update automated forest inventory; develop annual workplan; cooperate with other agencies on joint forest resource planning; maintain timber sale files; utilize forest management software (Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Microsoft Office, ArcPAD, ArcGIS, Presto); locate corners and establish timber sale boundaries; identify and advise County staff on timber trespass and land trespass issues; use GPS units to measure land and timber sale tracts; track and record tax forfeit land revenue; and inform the public regarding department policies and practices. Up to 10% of work time involves special projects requiring the collection and organizing of data or technical information into a comprehensible format; preparation of information used to develop the department annual budget; supervise seasonal and temporary help; update timber inventory and plantation records; develop and maintain timber access roads including installation and maintenance of gates. The remaining work time involves: identifying sites in need of reforestation; prescribing timber stand improvement on appropriate stands; development of contract specifications; assist with land sale projects; represent the county on various state committees; assist in completion of land exchanges; negotiate easements; plan and conduct forest resource management tours; plan, develop and maintain recreational trails; facilitate field work for natural resource research in cooperation with major universities assist with public land survey projects and Grant In Aid trail program. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
Requires the ability to make independent decisions and act accordingly. Requires a thorough knowledge of forestry conservation techniques and related effects upon the environment. Requires the physical and mental attributes necessary to work effectively and efficiently in adverse conditions. Requires the ability to communicate, effectively and efficiently, both orally and in writing. Requires the ability to establish an effective working relationship with the public, other governmental agencies, and intra-county officials. Requires a general knowledge of department policies, practices, and procedures while implementing the department’s long-term goals and objectives. Requires the ability to supervise temporary or part-time help. Requires a thorough knowledge of all federal, state and local regulations and laws pertaining to land management. Requires a basic understanding of forest economics and micro-computer applications.

MINIMUM TRAINING, EXPERIENCE OR CERTIFICATIONS:
Requires at a minimum, a Bachelor of Science Degree in Forestry, or related Natural Resource Management field of study or a Two-Year degree in Forestry, or related Natural Resource Management field of study with an additional 2 years of work experience. Must have a valid MN driver’s license.
PHYSICAL EFFORT:
Requires lifting, pushing/pulling or carrying objects up to 35 pounds, and may at times have prolonged periods of standing or walking combined with some sitting and sedentary activities, generally less than half of a day. The duties of the position are usually performed in good working conditions but has some exposure to negative factors from the environment including working with difficult public, client or others related to the services performed, temperature variations, odors, heat, cold, insects or other conditions required by the work that may cause some negative condition.