Ho-Chunk Nation
Job Description

TITLE: Forestry Division Manager
JOB CODE: FDMG

Government - Employee EEO: 2 PAY GRADE: 17
Exempt Flex FUNDING SOURCE: NPD

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."
All employees will be required to attend orientation or training to attain knowledge of the history, culture
and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW
A unique opportunity for a Forestry professional with strong interpersonal, communication and project
management skills. This position is responsible for managing DNR Forestry Division staff professionals.
Management goals on the rural side are maintenance of a healthy, financially productive rural forest
through sustainable forest management while preserving its usefulness for traditional Ho-Chunk forest
based activities. The management goal on the urban side is to maintain a healthy urban forest that is safe
and aesthetically pleasing for Ho-Chunk members and employees.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES
1. Supervise professional Forestry Division staff and delegate appropriate work assignments on a
   weekly basis.
2. Determine Forestry program needs, identify opportunities and resources to meet those needs
   from all HCN governmental departments and divisions as well as with other tribal, county, state,
   and federal related agencies and private contractors on a daily basis.
3. Plan and administer Net Profit Distribution (NPD) and grant budgets on a weekly basis.
4. Ensure that urban and rural forest management activities are consistent with Ho-Chunk
   traditional values on a weekly basis.
5. Determine priority projects and provide oversight of forestry activities on Ho-Chunk lands and
   on Ho-Chunk members’ properties on a weekly basis.
6. Generate monthly reports of activities and projects.
7. Identify staff development and training needs and ensure that training is obtained by staff on a
   bi-annual basis, based on available training budget.
8. Get out in the field monthly with the Rural Lands Forester & the Community Forester and assist
   them with their activities for that day. Use these experiences to assess progress, and to
   establish and update Standard Operating Procedures (SOP’s) annually as needed.
9. Perform other duties as assigned by the Executive Director of Natural Resources within the
   scope and authority of his job description.

JOB RESPONSIBILITY

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<thead>
<tr>
<th>Job Reports to</th>
<th>Executive Director of Natural Resources</th>
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<tbody>
<tr>
<td>Leadership Accountability</td>
<td>Develops objectives, administers processes, and action plans regarding the Forestry Division staff, other HCN staff and contractors assisting in forestry projects.</td>
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<td>Supervisory Accountability</td>
<td>Forestry Division staff</td>
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<td>Organizational Accountability</td>
<td>Manages the DNR Forestry Division</td>
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<td>Financial Accountability</td>
<td>Plans, manages, and approves Forestry Division budgets &amp; expenditures.</td>
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<td>Customer Accountability</td>
<td>Interacts with internal &amp; external agencies: state, federal, county &amp; tribal. Interacts with logging contractors, consulting foresters, tree service contractors &amp; municipalities, and Ho-Chunk tribal members.</td>
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<td>Freedom to Act</td>
<td>Sets broad standards and expectations for professional forestry staff. Operates with significant independence. Subject to general input from supervisor. Subject to review by supervisor.</td>
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MINIMUM QUALIFICATIONS

EDUCATION:
1. Bachelor's degree in forestry with an emphasis on rural and/or urban forest management.

ESSENTIAL:
1. Possession of working vehicle, valid driver's license, and proper insurance.
2. Willingness to learn the HCN structure, organization, and traditions as they apply to forestry management.

EXPERIENCE:
1. Must demonstrate a minimum of two (2) years' experience in a forestry supervisory role.
2. Must demonstrate a minimum of five (5) years' experience working in urban and/or rural forestry.
3. Previous forestry experience working for a tribe is a plus.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:
1. Must have an understanding or the ability to learn the Ho-Chunk structure, organization, services and internal agencies.
2. Ability to obtain and administer grants for forestry projects.
3. Possess understanding of office ethics, confidentiality, management, and office procedures.
4. Possess good project management and leadership skills.
5. Possess excellent computer skills.
6. Possess excellent communication skills.
7. Ability to work independently with minimal supervision on various projects.
8. Ability to work with various external governmental agencies pertaining to rural and urban forestry issues.
9. Ability to administer contracts with private contractors.

WORKPLACE RESPONSIBILITY
1. Maintain and promote a safe and healthy work place environment.
2. OSHA, First-aid, and CPR compliant.
3. Ensures that Division of Forestry employees receive appropriate guidance, training, counseling, and understanding of all applicable procedures so employees can safely complete assigned work.
4. Must be respectful of all employees, Ho-Chunk members and government agency personnel, and outside contractors.

WORKING CONDITIONS
1. This position will include both work in an office setting and outdoor field work.
2. Some travel & overnight stays will be required.
3. Field work requires working in a variety of weather & bug conditions over non-level terrains such as forests, prairie and agricultural fields.