

Wisconsin County Forests Association

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Juneau County

Alan VanRaalte
Director
Oneida County

Michael Luedeke
Director-at-Large
Spooner, Wisconsin

Henry Schienebeck
Director-at-Large
Butternut, Wisconsin

Jane Severt, Executive Director
3243 Golf Course Road
P.O. Box 70
Rhineland, WI 54501

Gary Zimmer,
Asst. Executive Director

Employment Opportunity Wisconsin County Forests Association Executive Director

Wisconsin County Forests Association (WCFA) is seeking applications for a full-time Executive Director position. The purpose of this position is to serve as the chief administrative officer of WCFA and represent WCFA in a professional, courteous, and appropriate manner. This position is responsible for the management and administrative functions of WCFA; monitoring and analyzing legislative, regulatory or policy proposals that affect WCFA and serving as WCFA's principal lobbyist; acting as liaison to other agencies, boards, and commissions; preparing agendas, recording minutes and organizing meetings; managing WCFA budgets and accounts; and expressing interests of WCFA to other agencies and groups. The work is performed according to all applicable codes, statutes, rules and regulations under the direction of the WCFA Board of Directors.

Educational requirements: Bachelor of Science Degree in Forestry or related field and five years of forestry management experience; or advanced education or experience in public administration with five years of experience in forestry or related field; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation and development of information and communication, both orally and in writing. A valid driver license is required.

Starting salary range is \$60,000 - \$80,000 depending on qualifications, with excellent benefits. A six month probationary period is required.

The office for WCFA is maintained in Rhineland, WI. The successful candidate may have the flexibility to work from home on occasion.

Contact WCFA via US Mail at 3243 Golf Course Road, P.O. Box 70 Rhineland, WI 54501, by phone at 715-282-5951, or e-mail wcf@frontier.com to receive a position description. The material is also available at www.wisconsincountyforests.com

Resume, and references must be received by close of business on June 14, 2019.

Questions regarding position duties and responsibilities may be directed to Jane Severt at the address, phone number, or e-mail listed above.

Telephone: 715-282-5951
E-mail: wcf@frontier.com
Website: www.wisconsincountyforests.com

Position Description
Wisconsin County Forests Association
Executive Director

Purpose of Position

The purpose of this position is to serve as the chief administrative officer of Wisconsin County Forests Association (WCFA) and represent WCFA in a professional, courteous and appropriate manner.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties

- Implements WCFA Strategic Plan, policies, procedures and positions
- Directs and coordinates the management and administrative functions of WCFA
- Monitors the activities, programs and positions of other agencies, special interest groups, committees, and to some extent the general public, regarding issues that may impact WCFA members
- Serves as liaison between WDNR and WCFA member counties
- Serves as liaison between USFS and WCFA member counties
- Prepares recommendations for potential actions by WCFA Board of Directors
- Prepares an annual WCFA budget, manages and accounts for revenues and expenditures within approved budget
- Schedules meetings of WCFA Board of Directors, WCFA membership, and WCFA committees. Arranges meetings, prepares agendas, records and distributes minutes.
- Organizes the formation of subcommittees, when necessary, to make recommendations to the WCFA Board of Directors.
- Supervises and directs work done by WCFA staff and contract employees;
 - Current employees and contractors include:
 - Assistant Executive Director serving as a part-time employee of WCFA
 - Contract graphic designer to manage WCFA website and Facebook page
 - Contract lobbyist working in Madison

Outreach and Communication

- Attends meetings and acts as a representative of WCFA in interactions with forest industry, forestry interest groups and resource agencies.
- Serves as a member on various committees and boards as a representative of WCFA
- Expresses the interest and positions of WCFA to other agencies
- Monitors and analyzes legislative, regulatory, or policy proposals that may affect WCFA member counties. WCFA Executive Director is registered as a principal lobbyist and maintains all records and required reports
- Testifies at hearings on behalf of WCFA

Preferred Minimum Training and Experience

Bachelor of Science degree in Forestry or related field and five years forest management experience, or advanced education or experience in public administration with five years experience in forestry or a related field, or any combination of education and experience that provides equivalent knowledge, skills, and abilities

Requirements to Perform Essential Job Functions

QUALIFICATIONS

- Demonstrated ability to be a creative problem solver
- Strong leadership skills
- Advanced computer skills in word processing, spreadsheets and financial programs
- Excellent filing and bookkeeping skills
- Professional, businesslike and friendly manner a necessity for effective interactions with WCFA members, government agencies, special interest groups, and the public

KNOWLEDGE

- Must understand basic forestry practices, timber markets, forest recreation, multiple use, forest certification and their impacts to forestry and recreation on local, state, and national economies
- Must have knowledge of county and state budget processes and procedures for developing, changing and implementing
- Must understand local, state, and federal processes for implementing legislation and have an understanding of the legislative process
- Must understand and anticipate long-term effects of proposed legislation

ABILITIES

- Ability to effectively work independently without direct supervision
- Ability to communicate professionally and effectively both orally and in writing with a variety of groups and individuals, including development of public testimony and work with media
- Ability to communicate effectively with elected officials and build professional relationships with elected officials
- Ability to review, understand, and communicate effects of existing and proposed legislation, regulations, rules and ordinances regarding issues relevant to forestry practices and WCFA members
- Ability to prepare and manage budget revenues and expenditures
- Ability to drive and travel frequently. Position requires the use of a reliable personal vehicle with reimbursement at current IRS mileage rate
- Ability to supervise and direct employees and contractors

Title of Immediate Supervisor

WCFA Board of Directors