

## Forest Service Program Specialist

State of  
North Carolina

32002633  
08/2018

### Class Concept

Positions in this class are program specialists typically assigned to the North Carolina Forest Service Headquarters in Raleigh. Work in this class involves providing administrative and technical assistance in one or more Forest Service programs. Employees function as technical experts in their area(s) of assignment, consulting with and advising management. Employees may act for other program administrators (e.g., respond to programmatic issues/needs of staff) when needed, may assume responsibility in the managers absence. Employees are able to operate independently, act as liaisons between management and subordinates, and possess advanced knowledge of state budget guidelines, purchasing procedures, and safety standards. Employees may plan and implement one or more forestry programs that impact the operations of the entire Forest Service, such as technical training, forest protection, forest management, or business administration. Employees monitor updates to state and national requirements affecting their programs, make procedural changes as necessary, draft policy changes to ensure Regional and NCFS compliance, and liaise with NCFS partners in matters related to the assigned program area. Work may be subject to hazards such as fire, pests, wild animals, weather and difficult terrain. Work may be subject to on-call, rotating shifts, rotating work areas, and dispatches away from the home unit for multiple days. Other related duties may be assigned as necessary.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of the program area, including governing laws and guidelines, to which assigned.
- Working knowledge of the programs and services of the NCFS.
- Ability to plan and implement program plans. Ability to promote the programs and services of the NCFS.
- Ability to establish and maintain effective working relationships with associates, officials, and the public.

#### Minimum Education and Experience Requirements

Bachelor's degree in a forestry field or a field related to the area of assignment and four years of related experience; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.