

BOARD OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
 SACRAMENTO, CA 94244-2460
 Website: www.bof.fire.ca.gov
 (916) 653-8007

**Executive Officer, California Board of Forestry and Fire Protection**

Salary [To Be Inserted]
 Final Filing Date [To Be Inserted]

Exempt Appointment

Board of Forestry and Fire Protection: Pursuant to section 730 et seq. of the California Public Resources Code, there is in the Department of Forestry and Fire Protection (the "Department") a State Board of Forestry and Fire Protection (the "Board"). The Board consists of nine members appointed by the Governor on the basis of their professional and educational qualifications and their general knowledge or interest in watershed management, forest management, fish and wildlife, range improvement, forest economics, or land use policy. The Board represents the State's interest in the acquisition and management of State forests, in federal land matters pertaining to forestry, and in forest resources on private lands, and develops and maintains an adequate forest policy. The Board also determines general policies for guidance pertaining to the Department.

Position Description: As authorized by the Public Resources Code, the Board appoints an executive officer to assist in its duties, administer the staff functions surrounding the Board's business, and to act as a liaison to the Governor, Attorney General, Legislature and other state agencies.

The Executive Officer oversees the administration of a critical statewide regulatory program; sets the Board meeting agenda in consultation with the Board's chairperson and provides the necessary background and analyses of agenda items; develops plans for field trips designed to acquaint the Board more fully with the operations of the Department's programs; and confers with stakeholders, industry associations, and top-level management of other state, federal, and local government agencies to identify and resolve issues relating to Board activities.

The Executive Officer is responsible for carrying out the policies of the Board and for planning, organizing, and directing Board activities, including, but not limited to:

- As directed by the Board, make investigations and prepare reports on such matters concerning the State's interest in the acquisition and management of State forests, the State's interest in federal land matters pertaining to forestry, and the protection of the State's interest in forest resources on private lands.
- Prepare, or arrange for preparation of, information pertinent to the items on the Board's agenda in advance of meetings and hearing; transmit to members relevant material and analyses of all items to come before the Board prior to meetings. Gather data and information from studies, experimental work, and other sources to provide the essential basis concerning matters upon which the Board must act.
- Maintain an effective working relationship with the Board's Chairperson and Members; the Department's Director and staff; the Resources Agency's Secretary and staff; and the Governor's Office regarding review of program operations and Board activities for compliance with statutory authority, policy, and budget.
- Keep informed of both State and Congressional legislation having to do with forestry matters, and maintain regular communications with the Board on legislative proposals and issues.
- Coordinate the preparation and submission of annual reports required of the Board by law. Keep and maintain the records, minutes, files, orders, rules, directives, regulations and other documents of the Board.
- Consult with the Attorney General's Office when needed to provide the Board with review and interpretation of laws, rules and regulations.

The Board's mission is to lead California in developing policies and programs that serve the public interest in environmentally, economically, and socially sustainable management of forest and rangelands, and a fire protection system that protects and serves the people of the state.

- Supervise and coordinate, through the Assistant Executive Officer, the administration of the Professional Foresters law.
- Supervise and manage approximately 8 to 10 people employed by or assigned to the Board.
- Work to ensure compliance with the Bagley-Keen Open Meeting Act, the Administrative Procedures Act, and all other applicable rules, regulations, policies, and procedures, seeking clarification from assigned legal counsel or other appropriate experts as necessary.

Desirable Qualifications: College degree in forestry, natural resources, or the environmental sciences; knowledge and experience with the Z'berg-Nejedly Forest Practices Act, Forest Practice Rules, Professional Foresters Law and Registration of Professional Forester Rules, California Environmental Quality Act, Bagley-Keen Open Meeting Act, Public Records Act, the Administrative Procedures Act, and other applicable federal and state statutes.

Administrative experience including but not limited to the ability to prepare, understand, and work with a government budget, develop regulations, rulemaking, policy development, and implementation.

Executive management experience, with responsibility for development, execution, and evaluation of major programs, policies, and staff development.

Knowledge of forestry, rangeland, and fire protection issues, opportunities, and challenges facing California.

Demonstrated ability to work within an organizational or governmental structure, with a consultative approach to problem solving and the ability to facilitate coalition building.

Possess a high level of communication skills, initiative, dependability, tact, discretion, and adaptability.

Conditions of Employment [Need to Insert]

Compensation and Benefits: [Need to Insert]

How to Apply:

Interested persons should submit the following:

- Standard State application (STD 678) with original signature (<https://jobs.ca.gov/pdf/std678.pdf>)
- One page Statement of Qualifications (SOQ) describing how the candidate's experience and education satisfy the desired qualifications
- Current Résumé
- List of References with contact information

The application, SOQ, résumé, and list of references must be received by the final filing date, [date – Need to Insert]. They may be mailed to:

Board of Forestry and Fire Protection
 Attention: Edith Hannigan
 P.O. Box 944246
 Sacramento, CA 94244-2460

Email or faxed materials will not be accepted.

EEO statement [Need to Insert]