



Forest Preserves of Cook County
Deputy Director
Department of Resource Management

The Forest Preserves of Cook County, the country's oldest, largest and greatest forest preserve, is seeking to fill the position of Deputy Director in the Department of Resource Management. The Department of Resource Management's primary function is to execute the mission of the Preserve: "...to preserve, protect, restore and restock natural areas throughout the County." The Department is comprised of several sections, including Wildlife, Fisheries, Ecology, Resource Management Crews and Project Management.

The Forest Preserve is in the beginning stages of executing the Next Century Conservation Plan (NCCP), a long-term plan that was created to ensure the Preserve is a leader in urban conservation (<http://www.nextcenturyconservationplan.org/>). The Department of Resource Management will be responsible for meeting two of the NCCP's major goals. One of the Plan's ambitious goals is to restore 30,000 acres in 25 years to Illinois Natural Areas Inventory quality. The department is in the final stages of completing the Natural and Cultural Resources Master Plan to establish a prioritization method to address this goal (<http://fpdcc.com/preserves-and-trails/plans-and-projects/natural-and-cultural-resources-master-plan/>). The second goal is to implement a Conservation Corps that, by 2019, will contribute at least 250,000 service hours to conservation based activities. The Corps will focus on building partnerships that provide supportive workforce training for at-risk youth and young adults.

The Preserve is seeking a highly motivated individual to help lead the Department of Resource Management in its daily operations, and in addressing the goals established by the NCCP. The Deputy Director position will require the ability to effectively oversee the planning, implementation, and execution of large-scale projects and grant partnerships while fostering positive relationships with staff, volunteers, contractors, the public, and other government agencies.

The Deputy Director will collaborate with the Director on matters affecting the Department, drawing on experience in forestry, restoration, and natural resource management. Candidates should possess a full-range of experience and expertise regarding large-scale natural areas management and conservation, giving due consideration to the region's natural heritage, native plant communities, and wildlife. Candidates should demonstrate comprehension of the unique challenges and pressures presented by the urban-wildland interface within Cook County, the second most populous county in the United States. Superior communication and technological skills are a must, as well as the ability to navigate governmental processes and procedures. Additionally, a good sense of humor is key!

If you think you are up to the challenge – apply now by sending your resume to Michelle Gage, Director of Human Resources, at michelle.gage@cookcountyil.gov!

Salary: \$101,711 Work Location: River Forest

Please see attached job description for further details and minimum qualifications.

FOREST PRESERVE DISTRICT OF COUNTY OF COOK

Forest Preserve District
Office of Personnel
536 N. Harlem
River Forest, Illinois 60305



Job Code: 4320
Salary Grade: 22
Department: Resource Management

STANDARD JOB DESCRIPTION

DEPUTY DIRECTOR OF RESOURCE MANAGEMENT

Job Summary

Under the administrative direction of the Director of Resource Management, assists in the supervision of all aspects and operations of the Department and its staff. Plans, directs, and coordinates departmental programs and staff to insure preservation of the District's natural resources. Formulates, enforces, and recommends policy on all aspects of operations involving the department. Represents the FPD in civic and community affairs. Presents speeches and papers to professional groups on Conservation, Wildlife and Fisheries Management as related to area of assignment. Works closely with other FPD Departments on various programs and projects.

Typical Duties

Assists in developing and implementing department policies and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and material. Recommends policies and provides technical and operational advice in area of expertise, i.e., assessment of natural resources and ecological trends, and prescribed burning.

Assumes responsibility of the department in the absence of Director.

Hires, directs, evaluates, promotes, disciplines and adjusts grievances, or effectively recommends such action for assigned personnel to the Director.

Assists in preparing departmental budget.

Conducts and attends meetings; prepares written reports; Board letters; and assists with maintaining records on departmental activities and costs.

Assists in coordination of work assignments for Fisheries Biologist, Wildlife Biologist, Resource Ecologist, Trails Manager, Resource Specialists, Resource Project Managers.

Prepares and reviews contract specifications, evaluates bids for supplies, equipment, work and materials.

Assists with developing grants to acquire additional funds for educational, conservation and ecological programs and projects.

Minimum Qualifications

Bachelor's degree or higher in Forestry, Ecology, Biology or related Natural Sciences.

Eight (8) years or more full-time work experience in forestry, forest recreation, ecosystem management, or

natural resource management, or an equivalent combination of education, training and experience.

Knowledge, Skills and Abilities

Skill in developing, planning, and overseeing all programs related to the assessment, preservation, conservation and management of natural resources.

Skill in planning and supervising the work of subordinate personnel.

Skill in advising subordinates in implementing all aspects of field work, and other resource management related activities.

Skill in communicating effectively, both written and oral communications.

Skill in establishing and maintaining effective relationships with FPD employees, County Officials, Partner Organizations, outside agencies and the general public.

Knowledge of the principles, methods, and practice of natural resource management including biology, ecology, fisheries and wildlife management, and plant propagation.

Knowledge of the methods, equipment, and materials used in forest preserve district maintenance, including knowledge of forestry, horticulture, and arboriculture.

Knowledge of the principles and practices of management.

Knowledge of the ecology of the Chicago Wilderness region.

Knowledge of invasive and non-native plant, animal and insect species and the appropriate management techniques.

Ability to organize and execute with dedication the mission of the FPD.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.