**Special Assistant to the Regional Forester**

**Draft Role Description | 6/7/22**

Purpose

Lead-out on and coordinate the corporate integration of the Region’s Strategic Plan, the IIJA and Wildfire Crisis Strategy and related capacity needs, including workforce optimization and funding allocation.

Background

The influx of IIJA dollars and the Agency’s sharpened focus on a 10-Year Wildfire crisis strategy, specifically the increase in pace and scale of our efforts, is a key reason for this position. This major effort demands integration with the Region’s recently released Strategic Plan, with its emphasis on Regional Outcomes, so as to avoid siloed and duplicative efforts.

Scope

The scope of this position is the breadth of issues and program areas related to realizing both the Strategic Plan Outcomes and the Wildfire Crisis Strategy. For example, workforce capacity is critical to the Region’s ability to achieve identified priorities (both in WFS and the Strategic Plan), and therefore, this position leads workforce planning and optimization. Another example is funding allocation and ensuring that this aligns with Strategic Plan Outcomes and ongoing work. Integral to this work is communications, up to the WO, to Regional leaders and representatives on the ground, as well as out to partners and stakeholders.

[Add in major objectives]

Authority

This position is authorized by the Regional Forester and is a full member of the Executive Leadership Team of the region. As with other members of the ELT, this position speaks on behalf of the Regional Forester in her absence. This position has the authority to make decisions that advance the Special Assistant’s purpose and scope.

Skills/Experience/Capabilities

The Special Assistant position requires demonstrated strategic capability, with rigor in implementation method and process. Given that a key purpose of this role is the integration across various program areas, among line officers, up to the WO, and to externals, excellent communication and diplomacy skills are essential. Other capabilities include project planning; knowledge of and experience with budget and program of work and hiring, and experience in leading vegetation management projects.

Operations/Procedures

The Special Assistant position is by necessity agile in its approach, identifying and instigating activity across the Region as indicated. This position also convenes subgroups of specialists as needed, disbanding the groups when products are completed.

Performance Assessment

Role effectiveness will be evaluated based on general understanding of these efforts by RLT members and their staff, clear proposals and process for each area in the Scope, and a developed process for future work.

Role Grade & Series: GS301/14 Program Specialist