

JOB DESCRIPTION



Job Title: Forestry Data Coordinator
Department: Forestry
Reports to: Director - Forestry
Direct Reports: None
Date Prepared: February 2020

Job Summary	Assist in planning, development and execution of a successful business model for harvesting timberland to meet contractual obligations and maximize timber revenue.
Essential Functions	<ul style="list-style-type: none"> • Responsible for contract management (creation and data management using ESRI GIS and Access databases) related to all timber contracts with new and existing vendors. Also responsible for sales agreements in addition to other sales and purchase contracts. • Input all company contracts into the Harvest Contract System access database. • Manage the weekly wood settlement processes to meet deadlines and conduct reconciliation reviews. • Generate, monitor and distribute weekly timber production reports. • Ensure contract data is consistent with forest inventory databases, contract openings and closings are reflected in databases. • Order Load Tag security tickets and Load Log Sheets. • Work with Production Team to ensure wood security system is being used. • Responsible for budget preparation to include the wood sales budget, administrative general expense budget and capital budget. • Review, edit and merge budget templates in to master budget templates and distribute for the management review process. • Prepare and e-mail quarterly timber sales data reports to Timber Mart South. • Prepare and e-mail monthly timber sales data reports to Forest2Market. • Monitor and report on Timber Mart South price data on a quarterly basis. • Monitor and record weekly fuel prices and Random Lengths lumber and panel prices. • Verify site prep and planting acres using Drone tech and aerial photos. • Assist field personnel and other duties as assigned.
Education and Experience	<ul style="list-style-type: none"> • Bachelor's degree preferred, but proven work experience will be considered in place of degree. • Prior experience in Natural Resources and experience using ESRI GIS and MicroSoft Access and Excel. • Participation in the Florida Forestry Association, Forest Resource Association, particularly the Forest Products Security Group.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Solid understanding of timber growth models or model projections. • Ability to follow procedures that act in compliance with Sarbanes Oxley. • Ability to use fiber system. • Knowledge of statistical analysis. • Ability to link data bases and use ESRI ArcMap GIS.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to travel. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.

Working Conditions	<ul style="list-style-type: none">• Normal office environment.• Forest field work.• Occasional regional travel.
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The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.