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POSITION ANNOUNCEMENT

File Reference: 2016-11

Position Title: District Forester

Location: Franktown, Colorado

Salary: \$52,000, commensurate with state forestry experience

Employment Status: This full-time regular appointment will be a Colorado State University Administrative Professional employee.

Closing Date: Applicants will be accepted until the position is filled; however, applications should submit all application materials by 11:59pm, September 7, 2016 for full consideration.

Job Summary. Under supervision of the Area Forester, the District Forester is responsible for direct oversight, management, development and implementation of all forest management, wildfire mitigation, outreach, and administration programs on the district. The District Forester is to perform budget, personnel, grant, and facility management and oversight. Some District Forester positions may be required to oversee and manage field office personnel and programs. The District Forester is expected to coordinate program delivery with program staff.

Purpose of the Department/Work Unit. Within the Colorado State Forest Service (CSFS), this district office is the base for field operations and local program delivery within the designated service area. Service and program delivery directly relates to achieving stewardship of Colorado's diverse forest environments for the benefit of present and future generations. The specific program mix is correlated to population, forest type and condition, product markets, and specific local needs.

Description of the Department / Work Unit. The Franktown District, based in Franktown, CO, serves Arapahoe, Douglas, Elbert, and Lincoln counties. The District Forester supervises one or more foresters, seasonal foresters as needed, and an administrative assistant.

Decision Making: Under supervision of the Area Forester and in coordination with program managers, this position requires the application of known and established forestry principles, conceptual models, professional standards, and financial data.

The District Forester works with directly with District staff, the Area Forester, Program Managers and CSFS Accountants to develop annual budgets, project budgets, facility projects, grant funding, property leases, and other necessary fiscal concerns. The District Forester is responsible for developing the annual district budget proposal ranging from \$200,000 to over \$400,000 with monthly budget tracking and reconciliation. District foresters frequently develop grant budget proposals and are responsible for approving many completed grant projects within their district boundaries. Within levels established by CSFS and Colorado State University (CSU), the District Forester has signature authority for spending, purchasing and certain contracts and agreements. This district is also responsible for an annual revenue generation ranging from \$50,000 - \$100,000.

This position applies forestry principles and analytic techniques to review and evaluate data to develop forest management and wildfire mitigation recommendations. For example, when designing a forest products sale or street tree inventory, the position determines the set of techniques and methodologies to be used in project design, layout and administration. The District Forester will utilize professional standards, available technology and resources, established program objectives, guidelines and policy, to manage district operations. The District Forester will utilize agency strategic plans and annual priorities to develop and implement district work plans. This position requires analysis of data for management recommendations and budget oversight. The District Forester is responsible for reviewing and analyzing information to solve personnel, project, facility, and fiscal issues and concerns.

Position Supervises: The District Forester supervises one or more foresters, seasonal foresters as needed, and an administrative assistant.

Applicants are expected to possess demonstrated knowledge of and relevant ability with culturally diverse communities among potential target and constituent populations.

Conditions of Employment:

- Irregular work hours and periodic long days, evening and weekend service, occasional off-district and periodic overnight travel.

Required Job Qualifications:

Degree Requirements:

- A Society of American Foresters (SAF) accredited Bachelor's or Master's degree program option.
- Six years of professional forestry experience.

OR

- A Bachelor's degree (or greater) in Forestry or a Natural Resources program option.
- Seven years professional forestry experience, with specific experience in Dendrology, Forest Ecology, Forest Management, Forest Measurements, Silviculture, Urban and Community Forestry, Vegetation Dynamics, or Wildfire Management/Fuels Mitigation.

Additional Requirements:

- Ability to safely operate 4-wheel drive vehicles, forestry machinery and tools; perform strenuous outdoor work in a variety of weather conditions.
- Successful applicants must have a valid Colorado driver's license or ability to acquire one upon employment.

Desired Job Qualifications:

- Three years of experience with a state forestry agency.
- Three years of experience in performance management and professional development of temporary and/or permanent staff.
- Ability to perform GIS based data entry; capable of using GIS/GPS units to collect field data; working knowledge of geospatial data repositories.
- Ability to build and maintain strong working relationships with the organization and diverse publics, communities, local governments, elected officials, non-profit groups, partners, and stakeholders.
- Ability to exhibit confidence and competence in public presentations.
- Capable of effectively documenting accomplishments, record-keeping, and budget management of grant programs; ability to develop and analyze proposals of district grant programs and requirements, identify opportunities, organize and manage varied work programs, exercise good judgment to attain quality results.
- Experience with developing, implementing, and completing/closeout of contracts, agreements, and grants.
- Experience with the development of and/or implementation of a Community Wildfire Protection Plans (CWPP's).
- Experience with and ability to initiate, plan, and implement a self-funded project.
- Completion of ATV Operator safety training.
- Completion of S-212 Power Saws Certifications.
- Experience with and working knowledge of wildland fire suppression.
- Basic knowledge of western United States forest management techniques in the following areas: silviculture; harvesting systems; forest management planning; wildfire hazard mitigation; forest insect and disease detection, prevention, and suppression; community forestry; windbreaks; and outreach.
- Ability to properly plant seedling and ball and burlap trees.
- Experience with and knowledge of field forestry analysis (cruising, prescription development, timber marking, timber sale and/or contract administration, street tree inventory).
- Excellent verbal and written communication and interpersonal skills.
- Proficient with the general Microsoft Suite Office software products, ArcGIS, and GPS.
- Experience with safety, quality, and demonstrated excellent customer service ethic and professionalism.
- Demonstrated experience with participation on teams, committees and other special assignments.
- Demonstrated experience leading teams with a positive and productive attitude.
- Current or past National Wildfire Coordinating Group (NWCG) operational qualifications, or the ability to obtain one.

Essential Responsibilities and Duties:

Administration and Supervision (50%)

- Communication – communicates effectively with internal and external partners, cooperators and staff to assure and enhance the flow of information between all CSFS employees, across the agency, with our publics, clientele, cooperators, and elected officials.
- Equipment, Facilities and Vehicles – ensures district equipment, facilities and vehicles are well maintained in order to provide a reliable and safe working environment.
- Fiscal Management – prepares, submits and tracks multiple district staffing, operational, and grant projects up to \$1 Million, which can fluctuate annually. Adheres to CSU/CSFS financial policies and procedures.
- General Administration – professional development for district staff; agency committee participation; grant administration; agency representation on internal and external teams; and program associated administration. Understands and follows CSU/CSFS policy, guidelines and direction. Provides reports and accomplishment information in narratives and geospatial data collection systems. Participates in annual work planning efforts. Sets district priorities, goals, and targets within state-wide agency strategic plan and annual direction. Participates in the ongoing development of, understanding and promotion of, and facilitating accomplishment within strategic priorities and agency objectives. Represents the CSFS and the State Forester within the district. All personnel are expected to seek, pursue, and accept other duties as assigned or required when requested by their supervisor.
- Grant Program Administration – provides oversight, planning, reporting, tracking, monitoring, accountability, certification and reimbursement of grant projects to ensure completion within forest management, urban and community forestry, and wildfire mitigation grant program standards. The District Forester must be able to oversee and manage multiple grant programs, either directly or through district staff. This position will provide support and direction to district staff as they manage current projects, pursue new projects and provide technical assistance to landowners and cooperators throughout the grant application process, project implementation, and certifying project completion for reimbursement. May develop new grant applications for the CSFS and cooperators.
- Personnel Management – supervises, evaluates, manages conflict, and promotes professional development for all district personnel. Mentors staff to ensure appropriate technical skills are developed and maintained.
- Program and Project Oversight – responsible for oversight and quality control for all CSFS programs delivered within the district.
- Relationships and Partnerships – develops and maintains professional relationships and partnerships with agency staff, local natural resource agencies, communities, collaborative groups, partners, landowner organizations, individual landowners and local elected officials. Coordinates with partners on landscape scale projects
- Work Environment – creates and ensures a safe, professional, and productive work environment.

Forest Management (50%)

- Forest Health – provide technical assistance on state and private lands to include insect and disease monitoring including site visits, aerial survey, and ground surveys; wildfire hazard mitigation and watershed protection; grant management; I&D diagnosis and recommendations.
- Forest Stewardship Program –forest management (stewardship) plan development for private landowners; planning, set-up, and administration of commercial and non-commercial forest management treatments on private lands; cruising; best management practices (BMPs) implementation to protect water quality; providing technical assistance to private landowners and local governments; assisting communities with development and implementation of CWPPs; promoting a seedling tree program and providing technical assistance on proper planning, planting and care of seedlings; management of Colorado’s Forest Agriculture program; provide technical assistance on forest insect and diseases; and other associated forest stewardship duties.
- Outreach – incorporates outreach activities with program and project implementation. Leads, assists, and participates with presentations, workshops, and outreach related to forest management, silviculture, insects and disease, forest health, forest ecology, wildfire mitigation, fire prevention, and other forestry topics. Provide training and presentations including but not limited to district personnel, landowners, communities, state agencies, elected officials, city foresters, tree boards, and consultants.
- State Lands Management – the CSFS provides technical assistance and service to state parks, state wildlife areas, state trust lands, and other state owned forested lands. Typical activities include planning, set-up, and administration of forest product sales on state trust lands; planning and implementing forest management and fuels treatment projects on state parks and state wildlife areas.
- Urban & Community Forestry –provide technical assistance to urban and rural communities; providing workshops, trainings and other outreach; supporting tree boards; assisting communities with long-range forest management planning; street tree inventory; managing the Tree City USA program; Arbor Day support; promoting tree planting and reforestation; supporting non-profit community forestry organizations such as the Colorado Tree Coalition; provide technical assistance on insects and disease.
- Wildfire Mitigation and Fuels Treatment – wildfire mitigation projects; fuels treatment/fuels reduction projects; defensible space; CWPP development and implementation; grant management; promoting, supporting, and implementing the use of prescribed fire, and fire prevention. Occasional fire suppression assignments may become available per agency policy.

Appointment and Benefit Information about Position: This is an Administrative Professional position at Colorado State University. Insurance benefits are provided and administrative professionals may select from several options for: medical, dental, life, personal disability insurance, and retirement plans. Full-time Administrative Professionals earn a full 24 days of vacation and 15 days of sick leave annually and have access to additional benefits such as free employee study privileges of up to 9 credits per year at Colorado State University, and/or a 50% reduction of tuition costs for Spouse/Partner and children. CSU does offer Domestic Partner benefits.

General Information about the Colorado State Forest Service: The Colorado State Forest Service is an agency of Colorado State University, Colorado's land grant institution of higher education, and is organizationally in the Warner College of Natural Resources. The CSFS also staffs the Division of Forestry for the Colorado Department of Natural Resources. The CSFS has 18 field offices throughout the state, with a State Office located in Fort Collins on one of the foothills campuses of CSU.

Colorado's elevations range from 3,500 feet to over 14,000 feet. Colorado's ecosystems vary from short-grass prairie to alpine tundra, with many forest ecosystems between these treeless extremes. State forestry in Colorado covers a wide diversity of natural environments and human communities. State forestry personnel work with landowners, community representatives, youth, cooperators, and other agencies and disciplines to establish, manage, protect, and restore tree and forest resources. The CSFS utilizes an educational, incentives-based, and customer-service oriented approach, rather than a regulatory approach in working with landowners, cooperators, and partners to implement CSFS programs.

Application Information: When applying with the Colorado State Forest Service, applicants are requested to submit the materials listed below through an online process at <http://csfs.colostate.edu/employment/>.

Required Application Materials: 1) Cover Letter, should be no longer than three pages; 2) The résumé, should be no longer than three pages; 3) 3-5 Professional References; and 4) College transcripts of your Forestry/Natural Resource degree.

All of these materials must be received for applications to be considered complete by closing date.

Please allow at least two to three weeks after the full consideration date for us to review your application materials and determine those candidates we plan to invite to interview. If you are not selected for an interview, we will send you a notification when the process is complete. Should you be invited to an in-person interview, the Colorado State Forest Service will cover all reasonable travel expenses per candidate. At the time of on-campus interviews, application materials of finalist candidates will be made available to Colorado State Forest Service and other relevant constituents.

Additional Information: For questions about this position or the application process, please contact Sarah Badding at csfs_jobs@mail.colostate.edu or 970-491-7293.

Background Investigations: Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

Nondiscrimination Status: Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.