



Fort Collins, Colorado 80523-5060  
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## POSITION ANNOUNCEMENT

***File Reference:*** 2020-4

***Position Title:*** Associate Director of Forestry Services

***Location:*** Fort Collins, Colorado.

***Salary:*** \$80,000, commensurate with experience

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

***Closing Date:*** Applications will be accepted until the position is filled; however, applicants should submit all application materials by 11:59pm on Month day, 201X for full consideration.

***Job Summary:*** The Associate Director of Forestry Services functions as a Senior Level Manager reporting directly to the Director/State Forester of the Colorado State Forest Service (CSFS) and will serve as Acting Director in the absence of the Director when needed. As a member of the CSFS Leadership Team, the Associate Director of Forestry Services shares the responsibility for all services performed by the CSFS and will be responsible for establishing the strategic direction and long term objectives and goals for the CSFS

The Associate Director will provide leadership, program oversight, coordination and administration of statewide forestry service programs, policies, and procedures in the Northwest, Northeast, Southwest, and Southeast Areas of the State. The staff that they oversee are responsible for programmatic budgets ranging from \$200,000 to 1.5 million, totaling over 2.5 million and spanning multiple years of funding. They are responsible for coordinating with the Director and other Associate Directors to ensure agency staff is keeping current with emerging forestry science. Additionally, they are responsible for planning the work to be assigned and accomplished by staff, and establishes production or quality standards for the staff's work.

***Purpose of the Department/Work Unit.*** The Forestry Services Division of the Colorado State Forest Service provides professional forestry services to forest landowners in three primary functional areas that directly contributes to the agency's mission: forest planning and implementation, communications and communities, and science and data management. The Forestry Services Division is also responsible for all administrative and operational program oversight of field operations.

**Description of the Department / Work Unit.** The Forestry Services Division is one of five administrative divisions that work to carry out the mission of the Colorado State Forest Service.

**Decision Making:** The Associate Director for Forestry Services is responsible for all day-to-day decisions regarding the programmatic oversight of the planning and execution of programs under their direction including program administration and management, and fiscal accounting. The Associate Director also participates in higher level program and policy decisions affecting CSFS as a member of the CSFS Leadership Team. They are responsible for establishing the strategic direction and long term objectives and goals for the CSFS and for analyzing financial resources to ensure CSFS program objectives are met.

**Position Supervises:** This position directly supervises four Area Managers and may supervise additional professional, administrative or hourly personnel.

*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-site and field project program review, and periodic overnight travel.
- This position will need to be able to address a broad range of issues that have a short time frame for response – often less than 24 hours.
- Successful applicants must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

**Required Job Qualifications:**

- A Bachelor's degree (or greater) in forestry, natural resources, geography, or related biological or physical sciences will be considered.
- Five years of progressive experience in the administration of forestry and natural resource-related programs.
- Four years of experience in direct management of staff with demonstrated ability to manage personnel, budgets, daily operations, and/or specialized projects.
- Successful applicants must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

**Desired Job Qualifications:**

- Post graduate, training and/or education in forestry, natural resources, geography, or related biological or physical sciences is highly desired.
- Experience with local, regional, and national interests, concerns, issues, and goals related to forestry and natural resources management.
- Experience with field level natural resource and land management operations sufficient to advise staff from many natural resource disciplines.

- Ability to communicate effectively in writing and verbally with diverse groups and individuals including technical experts, managers and resource staff at all levels of the agency to advise on and promote program goals and objectives.
- Ability to develop and maintain effective work relationships with individuals both within and outside an organization to facilitate accomplishment of program goals.
- Experience with group facilitation and problem solving techniques to plan and conduct workshops, meetings, and training for resource and technical professionals.
- Demonstrated commitment to diversity and inclusion.
- Experience with organizing staff and resources to carry out division responsibilities through integrated work planning and scheduling.
- Knowledge of training and employee development principles and practices to ensure a well-trained and qualified workforce agency wide.
- Experience with direct supervision of permanent employees, setting and evaluating performance standards, and ensuring professional development
- Demonstrated ability to work cooperatively and effectively in teams, advancing outcomes with internal staff, external partners, and cooperators.
- Demonstrated ability to work independently and at a high level of proficiency.

***Essential Responsibilities and Duties:***

***CSFS Leadership (50%)***

- Serve as a member of the CSFS Leadership Team that provides vision and direction to the Director of the CSFS in order to develop short and long term strategic plans, objectives and goals.
- Reviews analysis of financial resources to ensure CSFS program objectives are met. The Associate Director must be able to consider solutions for competing resources; using best practices to achieve success with limited resources. They will also participate in CSFS annual work planning across all program areas.
- Develop CSFS policy and practices to ensure consistency in program delivery.
- Consult on personnel actions: hiring prioritization, compensation analysis, performance reviews. Provide guidance and direction on CSFS staffing needs and direction.
- Regularly represent the CSFS at external meetings with partners and cooperators.
- Provide high-level guidance and coordination to the CSFS Management Team, as needed, to facilitate a coordinated effort between the Leadership Team and Management Team members.

***Program Administration (25%)***

- Provide leadership, oversight, coordination and administration of statewide forestry service programs, policies, and procedures and advises agency Leadership on current emerging issues affecting field operations. The position will work collaboratively with CSFS customers and partners to meet these program delivery needs. This position will also require strong leadership and interpersonal skills, and excellent communication abilities.
- Oversee staff who are responsible for programmatic budgets ranging from \$200,000 to 1.5 million, totaling over 2.5 million and spanning multiple years of funding.

- Coordinate with the CSFS Director and other Associate Directors to ensure agency staff is keeping current with emerging program issues. Facilitates training opportunities as needed to bring this knowledge to CSFS staff.

***Supervision (25%)***

- Plan the work to be accomplished by staff, assigns work to employees, and establishes production or quality standards for the staff's work, including but not limited to:
  - Approve personnel documents and timekeeping.
  - Establish and communicate guidelines and performance requirements to employees.
  - Conduct formal performance reviews.
  - Mentor direct reports and other division staff in the development and review of programs in association with evaluating employee performance.
  - Identify and provide for the developmental and training needs of employees.
  - Assures full compliance with safety policies and procedures.

***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, and personal disability insurance, as well as retirement plans. Full-time administrative professionals earn a full 24 days of vacation and another 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-percent reduction of tuition costs for Spouse/Partner and children. CSU does offer Domestic Partner benefits.

***General Information about Fort Collins:*** The CSFS State Office, located in Fort Collins, Colo., offers award-winning schools, a globally focused university, thriving arts scenes, and eclectic shops and restaurants. The City offers a plethora of outdoor activities at its 600 acres of parks, 40,000 acres of natural areas, 20 miles of off-street hike/ bike trails, four golf courses, a racquet center, three swimming pools, an ice rink and a community center. Fort Collins also supports multiple transportation options, including 21 bus routes, more than 280 miles of bike lanes, and 30 miles of paved trails for pedestrians and bicycles.

***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 housed, organizationally, in the Warner College 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 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/>.

**Search Contact:** For questions about this position or the application process, please contact Tina Little at [csfs\\_jobs@mail.colostate.edu](mailto:csfs_jobs@mail.colostate.edu) or 970-491-8662.

**Required Application Materials:** A complete application consist of: 1) Cover Letter, 2) A résumé, 3) Professional References, 4) College transcripts of your forestry, natural resources, geography, or related biological or physical sciences degree

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

Please address how you meet both the required and desired qualification in your cover letter. Please allow at least three weeks 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 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 Forest Service and other relevant constituents. References will not be contacted without prior notification of candidates.

**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.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on 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.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

The Section 504 and ADA Coordinator is the Executive Director of Human Resources and Equal Opportunity, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.