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# State Forest Manager

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## Posting Details

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### Classification Information

This information is pulled in from the position description.

**Classification Title** Prof/Indiv Contrib III

**Classification Code** NRPI03

**Salary Grade**

**Min Salary**

**Mid Salary**

**Max Salary**

### Position Information

**Position Number** 011949.0003

**Employment Category** Regular

**Accelerated Search Process Requested?** No

**Proposed Annual Salary Range** \$45,000 - \$50,000 commensurate with experience

**Employee Benefits** Colorado State University (CSU) is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas. <https://hr.colostate.edu/wp-content/uploads/sites/25/2021/01/benefits-summary-afap.pdf>.

**FLSA** Exempt

**Position Location** Fort Collins, CO

**Description of Work Unit** The Colorado State Forest Service (CSFS) is an agency of Colorado State University, and is housed 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 field offices throughout the state, organized within 4 Areas with a State Office located in Fort Collins on one of the foothills campuses of CSU.

Individual staff members take the lead on one or more program areas and all staff members are expected to assist each other as needed for successful, efficient and effective delivery of

services and programs.

CSFS field offices provide forestry services in identified priority areas. Within CSFS, the field office is the base for on-the-ground forestry operations and local program delivery with 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.

<b>Hiring Authority</b>	Holly Leary, Mary Little
<b>Supervisor Name</b>	John Twitchell
<b>Supervisor Working Title</b>	Supervisory Forester
<b>Position Summary</b>	<p>Under the supervision of the Supervisory Forester this position is responsible for the management/oversight of State Forest permanent and seasonal Foresters, and for specific tasks within the areas of forest management, outreach, and administration. The State Forest Manager will serve as a representative on the Colorado State Forest Advisory Board, perform program duties under the direction of the Northwest Area Forest Planning and Implementation (FP&amp;I) Supervisory Forester, and is expected to manage, develop, and implement Northwest Area specific programs. The State Forest Manager is also expected to assist with the development, tracking, and management of budget plans. This position is expected to provide service and education and outreach to landowners and cooperators/partners through written and verbal communication. Utilizing feedback from relevant sources to evaluate options and implement solutions is also critical to this position.</p> <p>The State Forest Manager at the Colorado State Forest is responsible for planning, implementation, and administration of forest management activities on the State Forest and adjoining state, federal and private lands. This may include, but is not limited to: grant administration and implementation, forest improvement activities, commercial and non-commercial forestry planning and implementation, annual water quality survey, wildfire prevention and mitigation activities, and invasive plant control.</p> <p>The State Forest Manager will be responsible for the development of annual work plans, updating forest management plans, coordinating and facilitating public meetings with various natural resource agencies, county agencies, local fire department, and other user groups.</p> <p>Due to the remoteness of the State Forest, the roles and responsibilities of this position include managing and maintaining the facilities, heavy equipment and vehicles along with serving as a mechanic, plumber, and snowplow operator. On average, snowfall begins in October and continues into May. Employees at the State Forest must be proficient in the use of skis, snowshoes, and snowmobiles to complete fieldwork throughout the year. Forest management operations occur year-round and require work in all types of weather, including cold temperatures.</p>
<b>Position Supervises</b>	Responsible for the management of State Forest permanent Forester and one to five seasonal Foresters
<b>Decision Making</b>	Under general direction from the Supervisory Forester, agency policies, and program guidelines, this position makes decisions on project design, layout, contracting method, funding source, project implementation, grant funding approvals, landowner and partner communications, and daily operations. This position also assists with decisions concerning the allocation of agency resources to complete CSFS activities, including the use of seasonal employees, field equipment, and vehicles.
<b>Conditions of Employment</b>	Pre-employment Criminal Background Check (required for new hires), Valid Driver's License - 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., Travel - Occasional irregular work hours and periodic long days, evening and weekend service, and off-site meetings., Special Requirements/Other - Ability

to safely operate 4-wheel drive vehicles, pull loaded trailers, operate forestry machinery and tools; perform strenuous outdoor work in a variety of weather conditions.

### Required Job Qualifications

- A bachelor's degree (or greater) in forestry, other natural resources program, or related degree will be considered.
- Four years of professional forestry experience.
- Previous experience with the development and review of forest management plans
- Previous experience with managing field staff to ensure safety, provide guidance on completion of daily tasks, and providing input to supervisor for performance evaluations
- Ability to safely operate 4-wheel drive vehicles, forestry machinery, tools, and perform strenuous outdoor work in a variety of weather conditions
- Must be legally authorized to work in the United States before the employment start date; Colorado State Forest Service will not sponsor a visa for this position
- 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.

### Preferred Job Qualifications

- Two years experience with a state forestry agency
- Ability to perform GIS-based data entry, capable of using GIS/GPS units to collect field data, and a working knowledge of geospatial databases.
- Build strong working relationships with diverse publics, communities, local governments, elected officials, non-profit groups, partners, and stakeholders.
- Capable of effectively documenting accomplishments, record keeping, and budget management of grant programs.
- Ability to develop and analyze proposals of grant programs and requirements, identify opportunities, organize and manage varied work programs.
- Experience with developing, implementing, and closeout of contracts, agreements, and grants.
- Completion of ATV Operator safety training
- Completion of S-212 Power Saws certification
- NWCG Firefighter Type 2
- Demonstrated ability to perform basic maintenance on equipment and facilities
- 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.
- Experience with and knowledge of field forestry analysis (cruising, prescription development, timber marking, timber sale, and contract administration)
- Excellent verbal and written communication and interpersonal skills.
- Proficient with the general Microsoft Office software products, ArcGIS, and GPS
- Commitment to safety, quality, demonstrated excellent customer service ethic, and professionalism.
- Experience with participation on teams, committees, and other special assignments.

**Is this an Hourly position?** No

**Work Hours/Week** 40

### Posting Details

**Working Title** State Forest Manager

**If this is a Research Professional position, select 'Yes'. Otherwise, select 'No.'** No

**Posting Number** 202100486AP

**Number of Vacancies**

**Desired Start Date** 06/28/2021

<b>Position End Date (if temporary)</b>	
<b>Open Posting Date</b>	
<b>To ensure full consideration, applications must be received by 11:59pm (MT) on</b>	06/07/2021
<b>Close Posting Date</b>	06/28/2021
<b>Special Instructions Summary</b>	Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and preferred qualifications of the position, a current resume, unofficial transcripts, and the names, e-mail addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates.
<b>Internal Search Requested</b>	No
<b>Rationale for Internal Search</b>	
<b>Recruitment Plan</b>	CSUJobs Website Connecting Colorado Website Indeed.com HigherEdJobs.com Colorado State Forest Service Website CSFS Facebook Society of American Foresters Website and Journal ( <a href="http://www.eforester.org/">http://www.eforester.org/</a> ) NASF ( <a href="mailto:nasf@stateforesters.org">nasf@stateforesters.org</a> ) Forestry USA ( <a href="mailto:info@forestryusa.com">info@forestryusa.com</a> ) Conservation Job Board ( <a href="http://www.conservationjobboard.com/">http://www.conservationjobboard.com/</a> ) Western Forestry Blog <a href="mailto:gmirzeler@westernforesters.org">gmirzeler@westernforesters.org</a> . Notify forester pool University list serve
<b>Pass Message</b>	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
<b>Fail Message</b>	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions at CSU that interest you.
<b>AP/Faculty Short Posting</b>	Under the supervision of the Supervisory Forester this position is responsible for the management/oversight of State Forest permanent and seasonal Foresters and for specific tasks within the areas of forest management, outreach, and administration. The State Forest Manager will serve as a representative on the Colorado State Forest Advisory Board, perform program duties under the direction of the Northwest Area Forest Planning and Implementation (FP&I) Supervisory Forester, and is expected to manage, develop, and implement Northwest Area specific programs. The State Forest Manager is also expected to assist with the development, tracking, and management of budget plans.. This position is expected to provide service and education and outreach to landowners and cooperators/partners through written and verbal communication. Utilizing feedback from relevant sources to evaluate options and implement solutions is also critical to this position.  The State Forest Manager at the Colorado State Forest is responsible for planning, implementation, and administration of forest management activities on the State Forest and adjoining state, federal and private lands. This may include, but is not limited to: grant administration and implementation, forest improvement activities, non-commercial forestry

planning and implementation, annual water quality survey, wildfire prevention and mitigation activities, and invasive plant control.

The State Forest Manager will be responsible for the development of annual work plans, updating forest management plans, coordinating and facilitating public meeting with various natural resource agencies, county agencies, local fire department, and other user groups.

Due to the remoteness of the State Forest, the roles and responsibilities of this position include managing and maintaining the facilities, heavy equipment and vehicles along with serving as a mechanic, plumber, and snowplow operator. On average, snowfall begins in October and continues into May. Employees at the State Forest must be proficient in the use of skis, snowshoes, and snowmobiles to complete fieldwork throughout the year. Forest management operations occur year-round and require work in all types of weather, including cold temperatures.

To see full position announcement and apply, please visit:  
<https://jobs.colostate.edu/postings/87168>

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

**Quick Link for Internal Postings** <https://jobs.colostate.edu/postings/87168>

**Background Check Policy Statement** Colorado State University 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 history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

**EEO Statement** 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 and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. 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 Acting Title IX Coordinator is the Vice President for Equity, Equal Opportunity and Title IX, 123 Student Services Building, Fort Collins, CO. 80523-0160, (970) 491-1715, [titleix@colostate.edu](mailto:titleix@colostate.edu).

The Section 504 and ADA Coordinator is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**Diversity Statement** Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.

**Search Contact** Tina Little (970) 491-8662 [tina.little@colostate.edu](mailto:tina.little@colostate.edu)

**EO Coordinator** Susan Jeheber-Matthews, Holly Leary

**Applicant Manager** Holly Leary, Mary Little

## Essential Job Duties

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### Essential Job Duties

<b>Job Duty Category</b>	State Forest Project work planning development, implementation and administration
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Provides leadership in creating long-range plans to ensure the science-based forest management of the State Forest, and the completion of the annual program of work for State Forest activities.</li> <li>• Responsible for the implementation and administration of forest management activities on the State Forest and CSFS projects on adjoining state, federal and private lands. The State Forest Manager will collaborate with cooperating federal and state agencies and maintain local relationships.</li> <li>• Responsible for monitoring target accomplishments and ensure accomplishment reports are complete and timely. Additionally, this position will assist in planning and monitoring annual budgets for assigned programs and projects, including ongoing grants under the purview of this position.</li> </ul>
<b>Percentage Of Time</b>	60%
<b>Job Duty Category</b>	Facilities and equipment maintenance and upkeep
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Responsible for the management and upkeep of the State Land Board owned facilities at the Colorado State Forest Headquarters. These include several residential structures, seasonal cabins, main office and shop, storage, outbuildings, and water infrastructure.</li> <li>• Duties include snow removal, monitoring and scheduling needed repairs on buildings and other facilities. This position ensures the maintenance and integrity of historical building on the National Register of Historic Places.</li> <li>• This position is responsible for the maintenance of various equipment including trucks, snowmobiles, atvs, and heavy equipment.</li> </ul>
<b>Percentage Of Time</b>	15%
<b>Job Duty Category</b>	NW Area and Agency support
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Provides input into NW Area work planning, accomplishment reporting, project coordination, Field Office assistance; and occasionally serves on agency committees, attend agency business meetings, and assist with agency/CSU research projects.</li> </ul>
<b>Percentage Of Time</b>	10%
<b>Job Duty Category</b>	Supervision of permanent staff and seasonal/hourly employees
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Supervises, evaluates, manages conflict and promotes professional development for all State Forest personnel, both permanent and seasonal.</li> <li>• Establishes and communicates guidelines and performance requirements to employees; conducting formal performance reviews; and identifying and providing training, mentoring and/or professional development to employees.</li> <li>• Conducts formal performance reviews and mentors staff to ensure appropriate professional skills are developed and maintained, and safety practices employed.</li> </ul>
<b>Percentage Of Time</b>	15%

## Position Budget Information

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## Budget Summary

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## Alternative Appointment Request

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### Alternative Appointment Request

Please note: For an Alternative Appointment, the proposed individuals resume will need to be uploaded in the Posting Documents tab.

Alternative Appointment Requested? No

Name of Proposed Individual

Nature of Appointment

Type of Appointment

Rationale for Request

How Proposed Individual Was Identified

If this is a current employee of your unit, are you going to fill the position vacated by this employee?

If so, by what method?

If other, please explain

Is a salary adjustment requested? No

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## Background Check Requirement

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### Background Check Requirement

Education Check: Is an educational degree check desired? No

Financial History Check: does the position reside in Student Financial Services? No

Motor Vehicle Record Check: does the position require driving a motor vehicle (i.e. university owned, personal, rental, etc.) on a routine basis to conduct university business? Yes

Motor Vehicle Record Check: does the position require a commercial driver's license? No

Sensitive Conditions Check: does the position work with vulnerable populations (i.e. children, minors, animals etc.)? No

**Sensitive Conditions Check: does the position work with controlled substances, select agents, or other sensitive research material/information?** No

**Sensitive Conditions Check: does the position have unsupervised access to buildings, residence halls, or other secure facilities?** Yes

**Sensitive Information Check: does the position have access to sensitive information?** Yes

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## Qualification Groups

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## Applicant Documents

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Required Documents

1. Cover Letter
2. Resume
3. Unofficial Transcripts

Optional Documents

None

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## Search Committee

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Name	Email	Chair?	Status
John Twitchell	john.twitchell@colostate.edu	Yes	approved
Kameren Long	kamie.long@colostate.edu	No	approved
Jodi Rist	jodi.rist@colostate.edu	No	approved
Jerods Smith	jerod.smith@state.co.us	No	approved

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## Evaluative Criteria

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## References

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References



**Minimum Number of References** 3

**Maximum Number of References** 3

**Accept Reference Letters** No

**Last Day a Reference Provider Can  
Submit Reference Letter**

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## Posting Documents

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1. [Applicant Screening Form](#) (PDF | 25.7 KB)
2. [Minimum Qualifications Screening Form](#) (PDF | 40.6 KB)
3. [Current Organizational Chart \(Required\)](#) (PDF | 75.8 KB)

Org chart