



AMERICAN FOREST
MANAGEMENT

Position Announcement

Position: **Area Manager**
Location: **Madison, West Virginia**
Reports To: **District Manager**

American Forest Management, Inc. (AFM) is the largest forest consulting and real estate brokerage firm in the United States. AFM currently manages over 5.1 million acres of privately owned timberland and has sold over \$1.8 billion in real estate transactions. With 260 employees operating from 49 offices located in 16 states, AFM's team of professionals is focused on meeting client needs by providing a complete range of forestry services including land and wildlife management, land sale and acquisition services, forest inventory and design, growth and yield modeling, cash flow projections, environmental services, appraisal, forest resource data management and harvest scheduling.

Job Functions and Responsibilities:

Timber Sales and Appraisals – All aspects of fieldwork, office work and reporting to landowner/client.

- Systematic sampling of merchantable and pre-merchantable timberland using both fixed radius plots and prism sampling methods.
- Identify, locate and mark property lines.
- Identify and mark streamside management zones (SMZs).
- Identification of commercial tree species (winter and summer).
- Design and implementation of timber harvesting plan for clearcut, select cut and thinning sales.
- Prepare timber sale maps and review computer-generated digitized maps.
- Prepare timber sale bid notice and review timber sale contracts.
- Perform timber-harvesting inspections to ensure compliance with contract.
- Collect timber and land sale data for appraisal purposes.
- Organize and audit timber sale settlements.
- Perform log scale audits of clients' harvested logs.

- Oversees the delivered log and or stumpage program in Management Area.
- Work within the objectives of the Sustainable Forestry Initiative and Forest Stewardship Council.

Timberland Management – All aspects of fieldwork, office work and reporting to landowner/client.

- Prepare and negotiate contracts with independent contractors for clients' management services.
- Supervision of contracted services, including certifying completion of work for payment.
- Meeting with landowner/client to review management activities, answer questions and make proposals regarding their timberland.
- Assist with client budgets/management plan preparation.
- Patrol property boundaries and points of access.
- Manage lease agreements.
- Check leases for possible violations.
- Ability to work and communicate with mineral owners and surface owners on clients' properties.
- Manage and negotiate easements, road use agreements, and other agreements on properties in Management Area.

Additional Requirements

- Ability to generate new business (meet with potential clients, explain our business, etc.).
- Ability to efficiently and effectively perform existing work.
- Proficient with MS Word, Excel, and GIS software.
- Ability to use GPS and hand held data recorders.
- Preparation of weekly timesheet showing all time worked by project, bill method and task.
- Required travel and ability to function as a team member on large projects throughout the U.S.
- Ability to communicate with public in area of primary business. (Southern WV and Eastern KY).
- Assist with preparation of client budgets, annual operating plans, forecasts, and reports.
- Contract administration of technical experts.
- Participation in industry meetings and co-ops.
- Assist with preparation of District budget, monthly reports, and projections.
- Other tasks as assigned by the District Manager.

Qualifications:

- 5+ years of forestry experience.
- Bachelor's Degree in Forestry or closely related field.
- Excellent written and oral communication skills.
- Strong listening capabilities with the ability to translate communications into appropriate course of action.
- Ability to manage multiple projects under strict time constraints.
- Ability to multi-task and prioritize in a fast paced work environment.
- Ability to work within a team environment.

Salary and Benefits:

- Minimum 45 hours per week.
- Salary commensurate with qualifications and experience.
- Salary position paid semi-monthly.
- 9 paid holidays.
- Paid vacation schedule.
- Company assigned vehicle including personal use.
- Healthcare and disability plan.
- 401 (K) retirement plan.
- Eligible for annual and new business bonus plans.

To apply, please go to: <http://atsod.com/j/s.cfm/L9S>