



**Program Manager, Forest Management Division  
Colorado State Forest Service**

**File Reference:** 2017-4  
**Position Title:** Program Manager, Forest Management Division  
**Location:** State Office – Fort Collins or Broomfield, Colorado, commensurate with experience level of selected applicant.  
**Salary:** \$52,000 – \$54,000, 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 July 30, 2017 for full consideration. Desired start date is October 2, 2017.

**Job Summary:** Under the direct supervision of the Forest Management Division Supervisor, this position is responsible for the oversight and administration of programs supporting forest stewardship activities on private lands in Colorado. Specifically, this position will be responsible for program administration, professional forestry functions, and science-based forest management expertise supporting the field units (districts) in providing programs to the citizens of Colorado. Specific programs under the direction of this position include Forest Stewardship and Forest Agricultural Tax Classification. The position maintains key working relationships with partners, particularly with the United States Forest Service (USFS) and the Natural Resource Conservation Service (NRCS). The incumbent represents Colorado State Forest Service (CSFS) on the NRCS State Technical Committee and related Forestry Advisory Subcommittee and serves as the CSFS liaison with the Colorado Association of Conservation Districts.

This position requires proficiency in general program management skills including but not limited to: recording accomplishments, meeting deadlines, handling budgets, and supporting field operations. The Program Manager needs to be proactive in his/her program development, assist other Program Managers in program accomplishments, forecast program needs, be aware of significant changes, practices, science, etc. in related areas, and effectively share new knowledge and information with internal staff and external partners and cooperators. The Program Manager will serve as a CSFS representative and advocate for forest management and change consistent with our mission and strategic priorities.

**Daily activities include:** grant and contract writing and administration, budget administration of a budget of \$1 to \$2 million (spanning multiple years of funding), assisting districts with program implementation and coordination, maintaining relationships with key partners, conducting training workshops, administering landowner assistance programs, and assisting the Forest Management Division Supervisor with other special projects as they arise.

**Required Job Qualifications:**

A degree in forestry, another natural resources program, or a related degree will be considered.  
Four years field forestry and/or Forest Management program administration experience.

To apply and for a complete position announcement, please review the following website:

<http://csfs.colostate.edu/employment/> CSU is an EO/EA/AA employer and conducts background checks on all final candidates.