



STATE OF WYOMING
invites applications for the position of:

ENFM12-06468-Assistant State Forester- Cooperative Forestry-Cheyenne

SALARY: \$5,497.00 - \$6,871.00 Monthly

LOCATION: Cheyenne

OPENING DATE: 06/26/17

CLOSING DATE: Continuous

DESCRIPTION AND FUNCTIONS:



Open Until Filled

GENERAL DESCRIPTION:

Advance your career with a leader in western forestry! The Wyoming State Forestry Division (WSFD) delivers all forestry programs. As a member of the WSFD leadership team, you will have the opportunity to lead a team delivering forestry programs, including community forestry, private landowner assistance, fuels management, forest health, and forest policy. You will also support your colleagues in delivering the forest management and fire management programs. Our culture will provide you with the opportunity for professional growth and a diverse experience that will help you further your career.

This position is located in Cheyenne, WY. Cheyenne is a full service community, home to about 60,000 residents. Cheyenne is near four-season outdoor recreation areas including the Snowy Range and the Medicine Bow National Forest, home to world-class rock climbing at Vedauwoo. In addition, the location provides convenient access to the Colorado Front Range communities including Fort Collins and Denver and the Denver International Airport.

This position directs and manages multiple statewide programs and budgets. Activities are performed independently under the direction of the State Forester. The successful candidate will have demonstrated ability to make decisions in difficult and time-sensitive situations.

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Administers overall forest assistance programs based on federal grant requirements, resource management and protection needs, statutes and rules.

- Establishes program policy direction, standards, and guidelines in consultation with the State Forester.
- Writes project financial plans for multiple programs.
- Manages and allocates program budgets in excess of \$10 million/biennium.
- Provides oversight for technical and financial assistance programs.
- Develops and manages policies and practices of assigned programs.
- Prepares proposed rule amendments.
- Reviews annual work plans and programs presented by subordinate staff and field offices, and prepares reports.
- Coordinates with counterparts from other states, or other levels of government, with regard to joint actions.
- Coordinates cooperative efforts and communications between county, state, and federal agencies concerning forestry and natural resources issues.
- Serves on state, regional, or national committees which develop program policy and direction.
- Represents the State Forester, Director, or Governor on technical or specific assignments.
- Coordinates Division programs with appropriate "Advisory" groups.
- Develops operational policies.
- Directs work activities of agency in absence of State Forester.
- Confers and consults with State Forester regarding human resource matters, budgets, and future forestry program costs and needs.
- Assures annual targets are achieved.
- Oversees application for federal program funds.
- Assures compliance with grant requirements.
- Conducts field inspections and program reviews with all field offices.
- Prepares proposed rule amendments.
- Supervises multiple subordinate staff; directs, instructs, explains issues, counsels and conducts formal performance appraisals of assigned subordinates and approves appraisals done by subordinates; conducts interviews and makes hiring decisions; initiates personnel actions.

QUALIFICATIONS:

PREFERENCES:

Preference may be given to candidates that have a strong background in federal grant writing, management and administration.

Preference may be given to candidates with extensive experience working with elected officials.

Preference may be given to candidates that have experience managing a professional staff.

Preference may be given to candidates that have excellent verbal and written communication skills and strong interpersonal skills.

Preference may be given to candidates with the ability to make independent decisions.

KNOWLEDGE:

- Knowledge in Forestry and Natural Resources.
- Skill in navigating political issues to achieve objectives.
- Skill in the use of software such as Microsoft Office and Google Apps for Business.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's Degree (typically in Forestry)

PLUS

Experience:

2-4 year(s) of progressive work experience (typically in Forestry) with acquired knowledge at the level of a Forestry Program Analyst

OR

Education & Experience Substitution:

5-7 years of progressive work experience (typically in Forestry) with acquired knowledge at the level of a Forestry Program Analyst

Certificates, Licenses, Registrations:

None

NECESSARY SPECIAL REQUIREMENTS:

NOTES:

- FLSA: Exempt
- Occasional travel including overnight travel in and out of the state as needed.

SUPPLEMENTAL INFORMATION:

060-Office of State Lands and Investments - Wyoming State Forestry Division

Wyoming State Forestry Website - <http://wsfd.wyo.gov/>

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.
