



**STATE OF WYOMING**  
invites applications for the position of:

**ENFM09-08715-Forestry Program Analyst-  
Outreach Forester-Cheyenne**

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**SALARY:** \$23.82 - \$29.77 Hourly

**LOCATION:** Cheyenne

**OPENING DATE:** 07/20/18

**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 team, you will have the opportunity to work with a team delivering forestry programs including community forestry, private landowner assistance, fuels management, forest health, forest policy, 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 Denver International Airport.

The Forestry Outreach Coordinator position will be responsible for creating outreach programs to facilitate efforts by the Wyoming State Forestry Division on Forest recommendations, as well as developing programs to assist the Division in the implementation and revision of the Wyoming Forest Action Plan, and building collaborative working groups related to forestry and forest management in Wyoming. Additionally, the position functions as Public Information Officer and inter-agency liaison.

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

- Responsible for statewide implementation of the recommendations in the Governors' Task Force on Forests, and the Wyoming Forest Action Plan with State, Federal, and local partners on all Forestry related matters.
- Assist WSFD staff in updating the statewide Forest Action Plan, including hosting public meetings and gathering input from cooperators and interested parties.
- Assist in preparing annual reports and other documents.
- Manage and update the division Silviculture Best Management Practices program.
- Lead wood utilization and biomass efforts for the state developing opportunities to attract and develop a robust and diverse forest products industry.
- Review local, state, and national forest policy initiatives, issues, and projects.
- Attend meetings and prepare written comments representing the State's interests.
- Coordinate with other agencies and the Governor's office on policy issues.
- Serve as the Division's Public Information Officer, leading education campaigns related to wildland fire risks and prevention, community forestry, forest and watershed health, forest stewardship, and land owner assistance.
- Assist with managing the Division's social media and traditional media campaigns.
- Serve as inter and intra-agency liaison. Coordinate with local, state, and federal cooperators to advance forest management in the state.
- Represent the State Forester and the Division in interactions with the Governor's office, Legislators, County Commissioners, federal agencies, and others across the state.
- Work to help build and seek funds for collaborative workgroups related to forest management across the state.
- Build and develop forestry outreach programs statewide, coordinate with partners and collaboratives such as the Wyoming Outdoor Council, other state agencies, Wyoming Outside, and youth corps.
- Provides leadership for cooperation with Federal and State agencies, counties, local governments, and other cooperators.

## **QUALIFICATIONS:**

### **PREFERENCES:**

Preference may be given to candidates with extensive experience working with forest policy.

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

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

Preference may be given to candidates that have experience in public relations and/or have worked as a Public Information Officer.

### **KNOWLEDGE:**

- Skills in Internal and External Forest Management policies, procedures, processes, and management strategies.
- Knowledge of Federal, State and County laws, policies and regulations concerning forest management; Federal, State and County government organizations and individuals; political structures of Federal, State and Counties.
- Ability to provide program assistance in all aspects of Forest Management.
- Ability to communicate consistently with all cooperators, the media and political leaders at all levels.
- Knowledge of land and resource policy and planning, the forest products industry, collaborative initiatives and planning, forestry education programs, Forest Action Plans.

## **MINIMUM QUALIFICATIONS:**

### **Education:**

Bachelor's Degree (typically in Forestry)

**PLUS**

**Experience:**

0-3 year of progressive work experience (typically in Forestry) with acquired knowledge at the level of a Forestry Specialist

**PLUS**

**Certificates, Licenses, Registrations:**

Possesses and maintains a valid driver's license  
Incident Qualification System Red Card for wild land fire

**OR**

**Education & Experience Substitution:**

4-6 years of progressive work experience (typically in Forestry)  
with acquired knowledge at the level of a Forestry Specialist

**Certificates, Licenses, Registrations:**

Possesses and maintains a valid driver's license  
Incident Qualification System Red Card for wild land fire

**NECESSARY SPECIAL REQUIREMENTS:**

**NOTES:**

- FLSA: Non-exempt
- All new hires or rehires starting in a non-exempt position on or after January 1, 2018 are required to be paid hourly.
- 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 - **HR Contact 307-777-6434**

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.*

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2001 Capitol Ave. Emerson Bldg. Rm 127  
Cheyenne, WY 82002  
307-777-7188  
Fax: (307) 777-6562

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## ENFM09-08715-Forestry Program Analyst-Outreach Forester-Cheyenne Supplemental Questionnaire

- \* 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3 months)? (Transcripts may be required.)
- High School Diploma/GED/or Equivalent
  - Some college Coursework, No Degree Received
  - Associate's Degree
  - Associate's Degree and additional coursework
  - Bachelor's Degree
  - Bachelor's Degree and additional coursework
  - Master's Degree
  - Master's Degree and additional coursework
  - Doctorate Degree
  - Doctorate Degree and additional coursework
  - None of the Above
- \* 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3 months)? (Transcripts may be required.)
- 45+ Quarter hours/30+ Semester hours
  - 90+ Quarter hours/60+ Semester hours
  - 136+ Quarter hours/91+ Semester hours
  - 180+ Quarter hours/120+ Semester hours
  - 225+ Quarter hours/150+ Semester hours
  - N/A
- \* 3. (ENFM09) Which of the following best describes your work experience in Forestry? Experience definition: (This experience includes, but may not be limited to, the following: forestry, agriculture, construction trades, Conservation of Wildland Resources, Environmental science, farm hand, fire suppression, Forest fire science, game warden with forestry experience, rangeland resources, geology, horticulture, landscape architecture, natural resources, range management, watershed sciences, wildlife biology, wood science and technology)
- No relevant experience.
  - Less than one (1) year of relevant experience.
  - One (1) to less than three (3) years of relevant experience.
  - Three (3) to less than four (4) years of relevant experience.
  - Four (4) or more years of relevant experience.
4. (AA) Describe your relevant experience in the box below.
- \* 5. Do you have experience working with forest policy?
- Yes
  - No
6. Please describe your experience working with forest policy.

- \* 7. Do you have extensive experience working with elected officials?
- Yes  
 No
8. Please describe your extensive experience working with elected officials.
- \* 9. Do you have excellent verbal and written communication skills and strong interpersonal skills?
- Yes  
 No
10. Please describe your verbal and written communication skills and strong interpersonal skills.
- \* 11. Do you have experience in public relations and/or have worked as a Public Information Officer?
- Yes  
 No
12. Please describe your experience in public relations and/or work as a Public Information Officer.
- \* 13. Do you have a valid driver's license?
- Yes  
 No
- \* 14. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.
- Yes  
 No  
 I am not a veteran
15. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans' preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.
- Current State Employee  
 Veteran - DD214 Attached  
 Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached  
 Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached  
 None of the above
- \* 16. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at <https://www.uscis.gov/e-verify>. I have read and understand the above statement.
- Yes  
 No

\* Required Question