

## POSITION ANNOUNCEMENT

**File Reference:** 2022-13

**Position Title:** Forestry Program Specialist – State Lands

**Location:** Fort Collins, Colorado

**Salary:** \$55,000 - \$58,000, 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 11:59pm on August 8, 2022 for full consideration.

### **Job Summary: Position Summary**

Under the supervision of the Manager of Program Delivery, the State Lands Program Specialist is responsible for the oversight and program administration of programs that support forest management activities primarily on state trust lands and lands administered by Colorado Parks and Wildlife. This position will be responsible for program administration, professional forestry functions, and technical assistance to field units throughout Colorado.

This position requires proficiency in general program management skills including but not limited to: recording accomplishments, meeting deadlines, tracking budgets, developing and sustaining key relationships and supporting, communicating and interacting with field operations. The State Lands Program Specialist needs to be proactive in their program development, assist other Program Specialists accomplishing program objectives, 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 State Lands Program Specialist 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 agreement administration, budget administration, assisting field operations with program implementation and coordination, maintaining relationships with key partners, conducting training workshops, and assisting the Manager of Program Delivery with other special projects as they arise.

### **Required Job Qualifications:**

- A bachelor's degree (or greater) in forestry, another natural resources program, or a related degree will be considered.
- Four years of combined field forestry and forest management program administration experience.
- 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.
- The successful candidate must be legally authorized to work in the United States by the employment start date; Colorado State Forest Service will not sponsor a visa for this position.

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

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