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POSITION ANNOUNCEMENT

File Reference: 2020-07

Position Title: Manager – Forest Inventory and Analysis

Location: State Office – Fort Collins, Colorado

Salary: \$62,000 – 65,000, commensurate with experience

Employment Status: This full-time, regular appointment will be a Colorado State University Administrative Professional employee.

Job Summary: Under the direct supervision of the Associate Director of Science and Data, this position is responsible for the oversight and administration of the Forest Inventory and Analysis (FIA) program for the Colorado State Forest Service. The FIA program is the ongoing measurement and monitoring of permanent forest inventory plots administered by the USDA Forest Service. This position oversees work conducted primarily in Colorado and Wyoming, but occasionally in neighboring states such as New Mexico and Arizona. This position is responsible for the planning, coordination and execution of several hundred plot measurements in a given field season.

The Manager is a member of the CSFS Management Team. The Management Team coordinates work effort across all program areas for efficiency, effectiveness and cohesiveness of program delivery and outcomes. The Management Team's role is to allocate and manage resources to ensure agency goals and objectives are achieved on time and within budget, address operational and program issues, and ensure that policies and practices are implemented consistently. The Management Team carries out agency priorities established by the Leadership Team.

The Manager is also responsible for the supervision of their assigned staff, including, but not limited to, regular performance evaluation, team building and team meetings, professional development, and conflict resolution. The Manager must be self-directed and innovative.

Daily activities include: actively supervising employees; planning for accomplishment of the program of work; monitoring budget and accomplishments; procuring equipment and supplies; coordinating with USDA Forest Service partners, CSFS field units, and private landowners.

Purpose of the Department/Work Unit. The Science and Data Division of the Colorado State Forest Service provides administration and oversight of science and data delivery that directly contribute to the agency’s mission of “the stewardship of Colorado’s diverse forest environments for the benefit of present and future generations”.

Description of the Department / Work Unit. The Forest Inventory and Analysis Programs are a branch of the Science and Data Division of the Colorado State Forest Service. The administration of the Forest Inventory and Analysis programs are carried out under the supervision of the Associate Director of Science and Data.

Decision Making: The Manager of Forest Inventory and Analysis is responsible for all day-to-day decisions regarding the programmatic oversight of the planning and execution of Forest Inventory and Analysis programs under the jurisdiction of the Colorado State Forest Service. Higher level policy decisions may need to be elevated to the Associate Director and State Forester for resolution.

Position Supervises: This position supervises four Supervisory Foresters in duty stations across Colorado. Each Supervisory Forester supervises two or more Research Assistant I and II positions. The Research Assistants each supervise one to three seasonal employees.

Applicants are expected to possess demonstrated knowledge of and relevant ability with, culturally diverse communities among potential target and constituent populations.

Conditions of Employment:

- Irregular work hours and periodic long days, evening and weekend service, occasional off-site and periodic overnight travel. Field work can require work in challenging terrain and under adverse weather conditions.

Required Job Qualifications:

- A bachelor’s degree in forestry or other natural resource-related program.
- Four years of field forestry experience which includes on-the-ground experience in field data collection and management.
- Previous experience in supervising temporary and/or permanent employees to ensure safety and on-the-job success.
- Experience in program management that demonstrates successful project planning and accomplishment.

Desired Job Qualifications:

- Demonstrated ability to work independently and at a high level of proficiency.
- Demonstrated ability to work cooperatively and effectively in teams.
- Ability to work collaboratively and advance outcomes with internal staff and external partners and cooperators.
- Demonstrated ability to define, guide, and implement strategic and operational planning and management activities.

- Demonstrated ability to manage and oversee programs, projects, operations and staff.
- Demonstrated ability to provide, articulate, and implement vision, programs and direction for Forest Inventory and Analysis programs.
- Demonstrated ability to collaborate with and foster local, state, federal partner support for Forest Inventory and Analysis programs.
- Demonstrated ability to identify, define, and implement new program opportunities.
- Capable of effectively documenting accomplishments, record-keeping, budget management and ranking, reviewing and managing various forestry related grant programs.
- Experience in the Forest Inventory and Analysis or other permanent plot inventory systems.
- Experience in field data collection methods including the use of data recorders.
- Experience in interpretation and application of data collected.
- Experience in developing and delivering technical training.
- Commitment to safety, customer service, and professionalism.

Essential Responsibilities and Duties:

- 1. Program planning and administration** **35%**

 - Create and implement long-range logistical plans to ensure completion of annual program of work.
 - Ensure equitable distribution of workload among crew members throughout the field season.
 - Ensure necessary staffing, supply and budget to successfully accomplish the program of work.
 - Coordinate closely with CSFS primary partner, the USDA Forest Service, in the administration of this program.
 - Monitor target accomplishment and ensure accomplishment reports are completed.
- 2. Supervision** **25%**

 - Directly supervise 4 Supervisory Foresters located at remote duty stations throughout Colorado and Wyoming.
 - Ensure regular communications with employees.
 - Develop and monitor employee ongoing performance.
 - Create employee development plans and conduct mid-year and annual performance evaluations.
 - Ensure ongoing crew supply needs are met.
 - Deliver training necessary to ensure crew performance.
 - Build and maintain a high-performance team.
 - Ensure the day-to-day safety of employees working in remote locations.
- 3. CSFS Management Team** **10%**

 - The Manager serves as a member of the CSFS Management Team guiding and coordinating work efforts across all program areas to ensure efficiency, effectiveness, and cohesiveness of program delivery. They work with the CSFS Management Team on problem solving, budgeting, operating procedures, work planning, and other

management issues, making recommendations for prioritizing and allocating resources. The Manager coordinates with and provides input to CSFS Management Team on program policy and guidelines. Additionally, they ensure annual work planning and fiscal planning efforts between area staff and CSFS Management Team are completed.

4. Quality assurance/quality control **15%**

- Personally participate in plot measurements throughout the field season to ensure crew performance and program accomplishment.
- Participate in Quality Assurance inspections conducted by the USDA Forest Service.

5. Grant Review and Oversight **10%**

- Administers the 1.5 million dollar annual federal Forest Inventory and Analysis grant, which includes preparing annual narratives and accomplishment reports.

6. Regional/National program leadership **5%**

- Participate on Regional and National working groups related to the Forest Inventory and Analysis field.

Appointment and Benefit Information about Position: This is an Administrative Professional position at Colorado State University. Insurance benefits are provided, and administrative professionals may select from several options for medical, dental, life, and personal disability insurance, as well as retirement plans. Full-time administrative professionals earn a full 24 days of vacation and another 15 days of sick leave annually, and have access to additional benefits, such as free employee study privileges of up to 9 credits per year at Colorado State University, and/or a 50-percent reduction of tuition costs for Spouse/Partner and children. CSU does offer Domestic Partner benefits.

General Information about Fort Collins: The CSFS State Office, located in Fort Collins, Colo., offers award-winning schools, a globally focused university, thriving arts scenes, and eclectic shops and restaurants. The City offers a plethora of outdoor activities at its 600 acres of parks, 40,000 acres of natural areas, 20 miles of off-street hike/ bike trails, four golf courses, a racquet center, three swimming pools, an ice rink and a community center. Fort Collins also supports multiple transportation options, including 21 bus routes, more than 280 miles of bike lanes, and 30 miles of paved trails for pedestrians and bicycles.

General Information about the Colorado State Forest Service: The Colorado State Forest Service is an agency of Colorado State University, Colorado's land grant institution of higher education, and is housed, organizationally, in the Warner College of Natural Resources. The CSFS has 18 field offices throughout the state, with a State Office located in Fort Collins on one of the foothills campuses of CSU.

Colorado's elevations range from 3,500 feet to over 14,000 feet. Colorado's ecosystems vary from short-grass prairie to alpine tundra, with many forest ecosystems between these treeless extremes. State forestry in Colorado covers a wide diversity of natural environments and human communities. State forestry personnel work with landowners, community

representatives, youth, cooperators, and other agencies and disciplines to establish, manage, protect, and restore tree and forest resources. The CSFS utilizes an educational, incentives-based, and customer-service oriented approach with landowners, cooperators, and partners to implement CSFS programs.

Application Information: When applying with the Colorado State Forest Service, applicants are requested to submit the materials listed below through an online process at <http://csfs.colostate.edu/pages/employment.html>.

Required Application Materials: 1) *The letter of application/statement of qualifications* should be no longer than four pages (one sided) and include statements describing skills that meet the minimum qualifications; unique aspects of this position; preferred qualifications; and roles and responsibilities described in this announcement.

2) *The résumé* should be a maximum of three pages (one sided). For communication purposes, please include your physical address and an email address.

3) *Professional References* should include one page with names, addresses, affiliation, phone numbers, and e-mail addresses for five professional references, including your last three supervisors, if applicable. References will not be contacted without prior notification of candidates.

4) *Official college transcripts* that show cumulative GPA and the type of degree awarded must be included (photocopies or scanned copies submitted by the applicant will be accepted). ***Please allow an appropriate amount of time to obtain transcripts if you do not have a copy stating a degree was awarded.***

5) *(Optional)* A list of *Continuing Education* coursework and activities that describe certifications, continuing education classes and workshops, may be included.

All of these materials must be received for applications to be considered complete by closing date.

Please allow at least two to three weeks after the closing date for us to review your application materials and determine those candidates we plan to invite to interview. If you are not selected for an interview, we will send you notification when the process is complete. Should you be invited to an in-person interview, the Colorado State Forest Service will cover all reasonable travel expenses per candidate. At the time of on-campus interviews, application materials of finalist candidates will be made available to Forest Service and other relevant constituents.

Additional Information: For questions about this position or the application process, please contact Holly Leary at holly.leary@colostate.edu or 970-491-7293.

Background Investigations: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background

investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Nondiscrimination Status: Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.