

POSITION ANNOUNCEMENT

File Reference: 2022-15

Position Title: Associate Director of Policy and Legislative Affairs

Location: Denver, Colorado

Salary: \$95,000 - \$102,000, 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 January 30, 2023 for full consideration.

The Policy and Legislative Affairs Division is one of six administrative divisions that work to carry out the mission of the Colorado State Forest Service. The administration of the Policy and Legislative Affairs Division is carried out under the supervision of the Director/State Forester of the Colorado State Forest Service.

The Associate Director of Policy and Legislative Affairs functions as a Senior Level Manager reporting directly to the Director/State Forester of the Colorado State Forest Service (CSFS) and serves as Acting Director as needed. As a member of the CSFS Leadership Team, the Associate Director of Policy and Legislative Affairs shares the responsibility for all services performed by the CSFS. As a member of the CSFS Leadership Team, the Associate Director will be responsible for establishing the strategic direction and long range plans for the CSFS. The Associate Director will provide day-to-day leadership and coordination serving as policy and program lead for the Colorado Division of Forestry housed within the Colorado Department of Natural Resources including all duties described in C.R.S. 24-33-201. The Associate Director also serves as the CSFS point of contact on all legislative matters affecting the CSFS and Division of Forestry. The position will work collaboratively with CSFS customers and partners to meet program delivery needs. This position will require strong leadership and interpersonal skills and excellent communication abilities.

This position is based in Denver, Colorado at the Department of Natural Resources office with the potential for flexible work arrangements.

Required Job Qualifications

- A Bachelor's degree in forestry, natural resources, public policy and administration, or related degrees.
- Five years of progressive experience in policy development and/or legislative affairs.
- 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.

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

To apply and see full position announcement, please visit: <https://csfs.colostate.edu/employment/>