



## POSITION ANNOUNCEMENT

**File Reference:** 2020-6

**Position Title:** Supervisory Forester

**Location:** These Supervisory Forester positions will be located in the northeast area of Colorado.

**Salary:** \$53,000 - \$55,000, commensurate with experience

**Employment Status:** These 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 March 22, 2020 for full consideration.

**Job Summary.** Under supervision of the Area Manager, the Supervisory Foresters are responsible for general administrative duties and the direct oversight, management, development and implementation projects within one or more of the following functional areas:

- Science and Data
- Communications and Communities
- Forest Planning and Implementation

Each Supervisory Forester position will have primary responsibilities in one specific functional area but will have additional duties in other functional areas as assigned by the Area Manager. This position has supervisory responsibilities. The Supervisory Forester is to perform project budget, program oversight, personnel, grant, equipment and facility management. The Supervisory Forester is expected to coordinate program delivery with program staff and will provide a primary contact point for local officials and key CSFS partnerships within the area as appropriate and directed by the Area Manager.

As a member of the Area Operations Team, the Supervisory Forester coordinates work effort to ensure efficient, effective, and cohesive program delivery in priority areas. The team works together to allocate and manage resources to ensure agency goals and objectives are achieved on time and within budget, address area operational issues, and ensure policies and

practices are implemented consistently. The Area Operations Team works with the CSFS Leadership and Management teams to carry out agency priorities. The Supervisory Forester serves as the area liaison to related functional division(s) and program areas.

The Supervisory Foresters will participate in annual fiscal and work planning, administer project budgets ranging from \$5,000 to \$1 million dollars (spanning multiple year).

***Purpose of the Department/Work Unit.*** Within the CSFS, area and field offices are the base for field operations and local program delivery within the designated service area. Service and program delivery directly relates to achieving stewardship of Colorado's diverse forest environments for the benefit of present and future generations. The specific program mix is correlated to population, forest type and condition, product markets, and specific local needs.

***Decision Making:*** The Supervisory Forester is responsible for all day-to-day decisions regarding programmatic oversight of the planning and execution of projects and programs under their direction. Higher policy decisions may need to be elevated to the Area Manager or Associate Director of Forestry Services for resolution.

This position applies forestry principles and analytic techniques to review and evaluate data to develop program and project recommendations. The Supervisory Forester will utilize professional standards, available technology and resources, established program objectives, guidelines and policy, to manage service area operations. The Supervisory Forester will utilize agency strategic plans and annual priorities to develop and implement service area work plans. This position requires analysis of data for management recommendations and budget oversight. The Supervisory Forester is responsible for reviewing and analyzing information to solve problems.

***Position Supervises:*** The Supervisory Forester supervises one or more permanent foresters. These foresters may be assigned to one or more functional areas and may be stationed at other field office locations. The Supervisory Forester may also supervise seasonal foresters and administrative staff.

*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-area and periodic overnight travel.
- 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.

***Required Job Qualifications:***

- A bachelor's degree (or greater) in forestry, another natural resources program or related degree will be considered.
- A minimum of four years' professional forestry 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.

***Desired Job Qualifications:***

- Three years of experience with a state forestry agency.
- Three years of experience in performance management and professional development of temporary and/or permanent staff.
- Ability to build and maintain strong working relationships with the organization and diverse publics, communities, local governments, elected officials, non-profit groups, partners, and stakeholders.
- Ability to exhibit confidence and competence in public presentations.
- Capable of effectively documenting accomplishments, record-keeping, and budget management.
- Ability to develop and analyze proposals of grant programs and requirements, identify opportunities, organize and manage varied work programs, exercise good judgment to attain quality results.
- Experience with developing, implementing, and completing/closeout of contracts, agreements, and grants.
- Experience with and ability to initiate, plan, and implement a self-funded project.
- Basic knowledge of western United States forest management practices in the following areas: silviculture, harvesting systems, forest management planning, wildfire hazard mitigation, wildland fire suppression, prescribed fire, forest insect and disease management, community forestry, windbreaks, and forestry related outreach.
- Experience with and knowledge of field forestry analysis (cruising, prescription development, timber marking, timber sale and/or contract administration, street tree inventory).
- Excellent verbal and written communication and interpersonal skills. Experience communicating with a variety of landowners using various communications methods.
- Proficient with the general Microsoft Suite office software products, ArcGIS, and GPS; working knowledge of geospatial data repositories.
- Committed to safety, quality, demonstrated excellent customer service ethic and professionalism.
- Demonstrated experience with participation on teams, committees and other special assignments.
- Demonstrated ability to lead with a positive and productive attitude.
- Professional certification or training related to the Supervisory Forester position (i.e. ISA Certified Arborist, SAF Certified Forester, etc.).

***Essential Responsibilities and Duties:***

***Administration and Supervision***

- General Administration – participates in the ongoing development of, understanding and promotion of, and facilitating accomplishment in within strategic priorities and agency objectives. Represents CSFS and the State Forester within the area. With direction from the Area Manager, sets work unit priorities, goal and targets within agency strategic plan. Participates in annual fiscal and work planning efforts. Understands and follows

CSU/CSFS policy, guidelines and direction. Provides reports and accomplishment information in narratives and geospatial data collection systems. Agency representation on internal and external teams; and associated program administration.

- Communication – communicates with internal and external partners, cooperators and staff to assure and enhance the flow of information between all CSFS employees, across the agency, with our publics, clientele, cooperators, and elected officials.
- Customer Service – responsible for providing and ensuring internal and external customer service. Each Supervisory Forester must have a fundamental understanding of all CSFS program areas and have the ability to communicate program information to customers.
- Equipment, Facilities and Vehicles – ensures assigned equipment, facilities and vehicles are well maintained in order to provide a reliable and safe working environment.
- Fiscal Management – prepares, submits and tracks multiple project budgets. Adheres to CSU/CSFS financial policies and procedures. Administers grants.
- Area Operations Team – participates on the area operations team assisting the Area Manager with setting priorities, annual work planning, budgets, and long range planning.
- Personnel Management and Supervision – supervises, evaluates, manages conflict, and promotes professional development for assigned personnel. Mentors staff to ensure appropriate technical skills are developed and maintained. Ensures professional development plans are in place for assigned staff.
- Program & Project Oversight – responsible for oversight and quality control for assigned projects and programs delivered within the service area. Assigned programs and projects may be from more than one functional area.
- Relationships & Partnerships – develops and maintains professional relationships and partnerships with agency staff, local natural resource agencies, communities, collaborative groups, partners, landowner organizations, individual landowners and local elected officials.
- Work Environment – ensures a safe, professional, and productive work environment. The Forestry Supervisory is responsible for ensuring all staff have completed and stay current on agency safety requirements for equipment use including but not limited to driving, ATV/UTVs, snowmobiles, and chainsaws.

### ***Communications and Communities***

- Communications – creates and implements an area outreach program with the goal of increasing proactive forest stewardship and CSFS visibility within the area. Coordinates development of an area outreach plan that includes target markets within priority areas; works with CSFS external and media relations specialist to coordinate media interactions for the area as needed. Facilitates the implementation of area outreach initiatives to encourage landowners to pursue forest management. May represent CSFS in collaborative organizations within the area.
- Community Forestry – provides professional, scientific advice to municipalities, towns, unincorporated communities, homeowner associations, tree boards, etc. Provides workshops, trainings and other outreach. Assists communities with long-range forest management planning, tree inventory projects, managing the Tree City USA and Tree Campus USA programs and Arbor Day support. Promotes tree planting and reforestation.

Supports non-profit community forestry organizations such as the Colorado Tree Coalition. Provides up-to date scientific information on insects and disease. Assists with annual reporting of community accomplishments.

- Outreach – guides, supports and assists to area staff with presentations, workshops, and outreach related to forest management, silviculture, insects and disease, forest health, forest ecology, wildfire mitigation, and other forestry topics. Coordinates and facilitates training to landowners, communities, state agencies, elected officials, city foresters, tree boards, contractors and consultants.

### ***Forest Planning and Implementation***

- Forest Planning – responsible for annual and long-range project planning. These plans may be interagency in scope (i.e. Good Neighbor Authority, state parks, state trust lands, etc.) or more specific to CSFS operations. Facilitates the completion of on-the-ground projects that result from these plans.
- Forest Stewardship – typical activities include timber cruising and forest management (stewardship) plan development for non-federal landowners, administration of service contracts and forest product sales, ensuring best management practices (BMPs) are implemented to protect water quality, providing professionally sound advice to private landowners and local governments, promoting and providing scientifically based information and suggestions for the seedling tree program, management of Colorado's Forest Agriculture Program and providing up-to date scientific information on forest insects and disease. Some forest management projects may include federal lands.
- State Lands Management – the CSFS provides professional services to state parks, state wildlife areas, state trust lands, and other state owned forested lands. Typical activities include planning, set-up, and administration of forest product sales on state trust lands; planning and implementing forest management and fuels treatment projects on state parks and state wildlife areas.
- Wildfire Mitigation and Fuels Treatment – typical activities include wildfire mitigation projects, fuels treatment/fuels reduction projects, defensible space/Home Ignition Zone, Community Wildfire Project Plans (CWPPs) development and implementation, grant management, promoting and supporting the use of prescribed fire, assisting communities with development and implementation of CWPPs, ensuring CSFS approval of CWPPs per agency policy, and implementing the CSFS Firewise program.
- Forest Health – typical activities include providing professional services and scientific advice on state and private lands to include insect and disease monitoring that include site visits, aerial survey, ground surveys, watershed protection, grant management, I&D diagnosis and recommendations.
- Outreach – incorporates forestry outreach activities with project implementation.

### ***Science and Data***

- Data management – collaborates with area and division staff to facilitate collection, management and analysis of geospatial data (agency reporting system, FIA, aerial survey, and other data systems) to support strategic and project level planning that includes priority areas and target markets. Maintains forestry and forest management data for use in agency promotions, presentations, and decision making.

- Reporting – provides coordination, guidance and support for CSFS geospatial reporting systems. Ensures consistent reporting of accurate information by field office staff that reflects area and agency accomplishments as required by program funding source and agency needs. Identifies data gaps and provides quarterly accomplishment reports to the Area Manager.
- Technology transfer – keeps current on new science related to forest management and wildfire mitigation. Ensures area staff has the most current information needed for implementation and promotion. Identifies gaps in knowledge and skills needed to implement and promote forest management and wildfire mitigation. Develops area training plan, facilitates training in emerging scientific information, annual wildfire and prescribed fire refreshers, and forest management program applications and tools (i.e. GIS, GPS, FVS, cruising, CO-WRAP, contracting, forest agriculture, etc.) and compiles, documents and shares forest product marketing information.
- Forest Management – provides professional services and scientific advice to area staff for response to vegetative recovery following wildfire, floods, insects and disease based upon current CSFS policy and direction. Collaborates with CSFS division, area staff and local partners on the design, planning and implementation of emerging pest detection surveys and response. Coordinates early detection and area response to sudden I&D outbreaks. Facilitates development of agency forest management standards. Provides professional, science based information and assistance development of silvicultural prescriptions, cruising and inventory, project monitoring for treatment effectiveness, and forest management planning. Prepares annual I&D report and other data-based reports as needed by the Area Manager.

***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.

***Search Contact:*** For questions about this position or the application process, please contact Tina Little, [tina.little@colostate.edu](mailto:tina.little@colostate.edu) or 970-491-8662.

***Required Application Materials:*** 1) Cover Letter, 2) A résumé, 3) Professional References, 4) College transcripts of your forestry, natural resources, geography, or related biological or physical sciences degree

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

Please address how you meet both the required and desired qualification in your cover letter. Please allow at least two weeks 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. 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. References will not be contacted without prior notification of candidates.

**Background Investigations.** Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on 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.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

The Section 504 and ADA Coordinator is the Executive Director of Human Resources and Equal Opportunity, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**To apply please submit** a Cover Letter addressing how you meet both the required and preferred qualifications, A résumé, (3) Professional References, and unofficial College transcripts of your forestry, natural resources, geography, or related biological or physical sciences degree.

Submit at: <https://csfs.colostate.edu/employment/>