

**State of Washington
Dept. of Natural Resources
invites applications for the position of:
Nursery Business Operations Manager,
Natural Resource Specialist 3**

careers.wa.gov
Working for Washington State

SALARY: \$4,398.00 - \$5,913.00 Monthly
\$52,776.00 - \$70,956.00 Annually

OPENING DATE: 11/15/21

CLOSING DATE: 12/05/21 11:59 PM

DESCRIPTION:



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES



**Nursery Business Operations Manager, Natural Resource Specialist 3
Recruitment #2021-11-2102**

This is a Full-time, Permanent, Represented position.

Want to join something GREAT and make a difference?

The Department of Natural Resources (DNR) has an exciting opportunity within our Forest Resources Division – Webster Nursery. Are you interested in a career helping reforest the Pacific Northwest? The DNR is looking for a Nursery Business Operations Manager to assist public and private land managers with seedling selection, purchase, and delivery. Webster Forest Nursery supports reforestation efforts across the Pacific Northwest by providing high quality forest seedlings to public and private land managers. Production, sales, and delivery of seedlings requires a Business Operations Manager who is passionate about reforestation and is motivated to grow and learn in a fast paced, continuously evolving, production agriculture operation. We are looking for a customer focused and detail oriented individual who is motivated to learn new skills and processes from forklift operation to financial reporting to providing reforestation advice to small private landowners. This position is focused on customer service, financial transaction processing and reporting, warehouse and inventory management, and facility maintenance and improvement. Being a smaller program there will be continuous opportunities to learn about the entire nursery production system including seed selection and allocation to tractor operation to growing practices to construction management. Webster Nursery is made up of staff who are passionate about their work and we are looking for a new team member who will share that passion as they continue to develop their skills and abilities.

DUTIES:

Responsibilities:

The Business Operations Manager will coordinate all sales, warehouse, and shipping functions for over 8 million seedlings per year. The position is also responsible for managing nursery financial transactions including over \$4 million in annual revenue and day to day management of Nursery facilities valued at over \$50 million including 75,000 square feet of greenhouse and 22,000 square feet of cold storage.

- Serves as the senior professional responsible for DNR's nursery business management.
- Plans, organizes, directs, controls, and is accountable for work within the nursery business operations area.
- Manages nursery infrastructure and equipment.
- Develops and maintains technological solutions, provides business expertise, and manages the software development contract.

QUALIFICATIONS:**Required Qualifications:**

- A Bachelor's degree involving major study in forestry, horticulture, agriculture, business, accounting, or closely related field;
OR a combination of education and/or experience equivalent.
- Two years of professional experience in agriculture, natural resources, or business management.
- Leadership experience in office and industrial working conditions.
- Knowledge and experience with Microsoft Office products and database management (Oracle, R, Access, ESRI GIS, etc.).
- Washington Forklift operator's license or ability to obtain license within three months of hiring.
- The majority of the work is performed at a computer, however it also requires standing and walking in cooler/freezers, forested, and agricultural settings. In addition to working around large farm equipment, it requires the ability to effectively communicate in loud industrial settings.
- A valid driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence
- All employees of the Department of Natural Resources (DNR) are required to be fully vaccinated against COVID-19 as a condition of employment. Vaccination status will be verified at the time an offer of employment is made. An accommodation may be available for individuals who have a sincerely held religious belief or a medical reason for not receiving the COVID-19 vaccination, based on the essential functions of this position.

Our ideal candidate will also have the qualifications listed below:

- Ability to speak Spanish.
- Knowledge and experience in a forest seedling nursery, reforestation, or production agriculture.
- Ability to lift, carry and push/pull up to 50 pounds (seedling bags and fertilizer/pesticide containers).
- Ability to walk and work in rough uneven terrain and all weather conditions.
- Ability to effectively communicate in a loud industrial setting.

SUPPLEMENTAL INFORMATION:

Location:

One of the world's most scenic places, Washington State offers breathtaking discoveries for people who love natural beauty and outdoor recreation, from the Pacific Coast shores to the rugged Cascade Mountains to the rolling hills of the Palouse. Your office will be located in Olympia. For more information on this area visit, <http://olympiawa.gov>.

Due to the COVID-19 pandemic, telework (mobile-work) is expected for most office activities. When approved to return, staff are expected to report to their assigned duty station for work activities or may be approved for telework based on DNR's telework policy. **This position is currently expected to report to its assigned duty station.**

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion. With nearly 1,500 employees in locations throughout Washington, we manage and protect more than 5 million acres of state-owned forest, range, commercial, agricultural and aquatic lands.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of those include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

How to Apply:

To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above). You must complete the entire online application to be considered for the position.

Application Requirements:

- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired and special requirements.
- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include with resume.
- Complete all supplemental questions.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

Persons needing accommodation during the screening process or this announcement in an alternative format may contact DNR Recruiting staff at (360) 522-2500 or (360) 522-0143 or by email at DNRrecruiting@dnr.wa.gov. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington State Telecommunications Relay Service (TRS) at 1-800-833-6388 or www.washingtonrelay.com.

DNR is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Questions? Please contact Brian Morris at 360-902-1270, Brian.Morris@dnr.wa.gov or e-mail us at DNRrecruiting@dnr.wa.gov

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855)524-5627 or email CareersHelp@des.wa.gov.

Nursery Business Operations Manager, Natural Resource Specialist 3 Supplemental Questionnaire

- * 1. Please describe what interests you about the Department of Natural Resources.

- * 2. Please describe what a diverse and inclusive work environment means to you.

- * 3. Do you have a bachelor's degree involving major study in forestry, horticulture, agriculture, business, accounting, or closely related field? OR a combination of education and/or experience equivalent?
 - Yes
 - No

- * 4. Do you have two years of professional experience in agriculture, natural resources, or business management?
 - Yes
 - No

- * 5. Do you have leadership experience in office and industrial working conditions?
 - Yes
 - No

- * 6. Do you have knowledge and experience with Microsoft Office products and database management (Oracle, R, Access, ESRI GIS, etc.)?
 - Yes
 - No

- * 7. Do you have a valid driver's license and at least two years of driving experience?
 - Yes
 - No

* 8. Where did you hear about this job posting?

- www.dnr.wa.gov
- www.careers.wa.gov
- WA WorkSource office or WorkSourceWA.com
- Governmentjobs.com
- Monster
- Indeed
- LinkedIn
- Facebook
- Twitter
- College/university website/career fair
- Handshake
- Newspaper
- Direct Email Notification
- Statewide Employee Business Resource Groups (BRG)
- Professional/Personal Network
- Job Board
- Job Fair
- Other (please specify below)

* 9. If you answered "other" to the previous question, please specify how you learned of this employment opportunity in the space below.

* Required Question