

STATE OF WYOMING
invites applications for the position of:



**ENFM12-2021-02235-Assistant State
Forester-Fire Management Officer-
Cheyenne**

SALARY:	\$5,779.32 - \$7,447.58 Monthly
LOCATION:	Cheyenne
OPENING DATE:	12/09/21
CLOSING DATE:	Continuous
DESCRIPTION AND FUNCTIONS:	



To Apply: Click [HERE](#)

Open Until Filled

GENERAL DESCRIPTION:

Advance your career with a leader in western forestry! The Office of State Lands and Investments, Wyoming State Forestry Division (WSFD), delivers all forestry programs. As a member of the WSFD leadership team, you will have the opportunity to work in fire management and coordinate, assist, and support forest management, community forestry, private landowner assistance, fuels management, forest health, and forest policy. Our culture will provide you with the opportunity for professional growth and a diverse experience that will help you further your career.

This position directs and manages multiple statewide programs and budgets. Activities are performed independently under the direction of the State Forester. The successful candidate will have demonstrated the ability to make decisions in difficult and time-sensitive situations.

This position is located in Cheyenne, Wyoming. Cheyenne is a full-service community home to about 60,000 residents. Cheyenne is near four-season outdoor recreation areas, including the Snowy Range and the Medicine Bow National Forest, home to world-class rock climbing at Vedauwoo. In addition, the location provides convenient access to the Colorado Front Range communities, including Fort Collins and Denver and Denver International Airport. Wyoming is one of only seven states with no state income tax.

Human Resource Contact: 307-777-2980

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed at the job level.

- Serves as a member of the leadership team, helping to provide direction to the entire WSFD.
- Administers the overall fire management program based on resource management and protection needs, statutes, and rules.
- Establishes program policy direction, standards, and guidelines in consultation with the State Forester.
- Prepares, reviews, and approves contracts, agreements, plans, Board matters, etc.
- Provides oversight for technical and financial assistance programs.
- Establishes annual program targets based on fire management and protection needs, policy, agency strategic plan, Forest Action Plan, and budget.
- Coordinates with counterparts from other states, or other levels of government, concerning joint actions.
- Provides high-level direction related to grant administration and reporting.
- Serves on state, regional, or national committees that develop program policy and direction.
- Represents the State Forester, Director, or Governor on technical or specific assignments.
- Confers and consults with the State Forester regarding human resource matters, budgets, and future fire program costs and needs.
- Oversees cooperative efforts with local, county, state, and federal agencies concerning fire management and natural resource issues.
- Supervises and leads multiple subordinate staff; directs, instructs, explains issues, counsels and conducts formal performance appraisals of assigned subordinates and approves assessments done by subordinates; conducts interviews and makes recommendations regarding hiring decisions; initiates personnel actions.

QUALIFICATIONS:**PREFERENCES:**

Preference may be given to candidates with advanced wildland firefighting qualifications and advanced knowledge of the Incident Command System (ICS)

Preference may be given to candidates with extensive experience working with elected officials.

Preference may be given to candidates that have experience managing a professional staff.

Preference may be given to candidates with excellent verbal and written communication skills and strong interpersonal skills.

Preference may be given to candidates with the ability to make independent decisions.

KNOWLEDGE:

- Knowledge of advanced wildland firefighting principles and fire behavior.
- Advanced knowledge of state, federal, and local fire management and fire policy issues.
- Advanced knowledge of fire management strategies and tactics.
- Knowledge of business and management principles and processes involving strategic planning, resource allocation, and leadership techniques.
- Knowledge of laws, executive orders, agency rules, regulations, and policies.

- Skill in navigating political issues to achieve objectives.
- Skill in the use of software such as Microsoft Office and Google Apps for Business.
- Skills in effective oral and written communication and strong interpersonal skills.

MINIMUM QUALIFICATIONS:**Education:**

Bachelor's Degree (typically in Forestry)

Experience:

2-4 years of progressive work experience (typically in Forestry) with acquired knowledge at the level of a Forestry Program Analyst

OR**Education & Experience Substitution:**

5-7 years of progressive work experience (typically in Forestry) with acquired knowledge at the level of a Forestry Program Analyst

Certificates, Licenses, Registrations:

None

NECESSARY SPECIAL REQUIREMENTS:**PHYSICAL WORKING CONDITIONS:**

- Depending on qualifications may perform arduous physical activity in steep, mountainous terrain for extended periods; maintains NWCG 310-1 physical fitness certification related to fire management responsibilities.

NOTES:

- FLSA: Exempt

SUPPLEMENTAL INFORMATION:

060-Office of State Lands and Investments - Forestry Division

Office of State Lands and Investments Website - <http://lands.wyo.gov/>

Forestry Division Website - <http://wsfd.wyo.gov/>

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

See Human Resource Contact Information in the General Description Section Statewide, WY 82002

Fax: (307) 777-6562

Class Code #ENFM12
Job # 2021-02235
ENFM12-2021-02235-ASSISTANT STATE FORESTER-FIRE
MANAGEMENT OFFICER-CHEYENNE
SW

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