STATE OF WYOMING
invites applications for the position of:

ENFM08-04321-Community Resource Forester-Cheyenne

SALARY: $3,742.00 - $4,678.00 Monthly
LOCATION: Cheyenne
OPENING DATE: 03/31/16
CLOSING DATE: Continuous

DESCRIPTION AND FUNCTIONS:

OPEN UNTIL FILLED

GENERAL DESCRIPTION:

Assist Community Forestry Program Manager in development and administration of a variety of state-wide community forestry programs relating to tree care, forest health, planting and improvement; consults and advises state, county, municipal and federal agencies, civic groups and public on division programs; conducts lectures; develops projects and training courses; prepares written reports and general correspondence; prepares and reviews project proposals; administers tree planting grants. Assists other programs with implementation of forest management projects.

This position is located in Cheyenne, WY. 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.

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

- Works with city government and citizen groups to develop active comprehensive community
programs by providing technical information, training sessions and written information.

- Implements goals and activities for the Wyoming State Forestry Division.
- Administers special projects.
- Coordinates community tree inventories and develops community forestry management plans.
- Conducts native and exotic insect and disease surveys.
- Reviews requests for funding through grants and allocates funds to communities and pursues additional funding sources.
- Assists with tree symposiums, pruning clinics, Arbor Day celebrations and partners with conservation districts and other organizations in sponsoring such activities.
- Assists with administration of the National Arbor Day Foundation's "Tree City USA" Program for Wyoming.
- Promotes and conducts training for professional certification of Arborists.
- Organizes technical tree care conferences and workshops.
- Researches information on tree selection and proper establishment and maintenance.
- Disperses information to various community user groups.
- Assists with conservation education programs.
- Assists District Foresters and other agencies with development of local community forestry programs.
- Designs and prepares educational and informational displays to be used at meetings, fairs and conferences.
- Responds to requests from the public, media and various agencies for community forestry information.
- Prepares news releases and articles.

QUALIFICATIONS:

PREFERENCES:

Preference may be given to candidates that possess or have the ability to acquire the International Society of Arboriculture (ISA) certification.

KNOWLEDGE:

- Knowledge of forest management, botany, plant pathology, physiology and genetics.
- Knowledge of insect and disease identification and control methods.
- Knowledge of proper urban forestry planning practices.
- Knowledge of superior tree selection and propagation.
- Skill in oral and written communications.
- Strong public relations and interpersonal skills.
- Skill in creating educational and informational materials for displays, print, speeches and training courses.
- Skill in the use of Microsoft software, including Word, Excel, Access, and PowerPoint.

MINIMUM QUALIFICATIONS:

Education:
Bachelor's Degree (typically in Forestry)

PLUS
Experience:
0-2 years of progressive work experience (typically in Forestry) with acquired knowledge at the level of a Correctional Forestry Technician

OR

Education & Experience Substitution:
3-5 years of progressive work experience (typically in Forestry) with acquired knowledge at the level of a Correctional Forestry Technician

Certificates, Licenses, Registrations:
Possesses and maintains a valid driver's license.
Ability to achieve and maintain national certification (NWCG 310-1) for a minimum of firefighter type 2

NECESSARY SPECIAL REQUIREMENTS:

PHYSICAL WORKING CONDITIONS:

• May require frequent statewide travel

NOTES:

• FLSA: Non-Exempt
• This position does not require the ability to achieve and maintain national certification (NWCG 310-1) for a minimum of firefighter type 2.

SUPPLEMENTAL INFORMATION:

060-Office of State Lands and Investments - Forestry Division

Wyoming State Forestry 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.
ENFM08-04321-Community Resource Forester-Cheyenne Supplemental Questionnaire

* 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3 months)? (Transcripts may be required.)
   - High School Diploma/GED/or Equivalent
   - Some college Coursework, No Degree Received
   - Associate's Degree
   - Associate's Degree and additional coursework
   - Bachelor's Degree
   - Bachelor's Degree and additional coursework
   - Master's Degree
   - Master's Degree and additional coursework
   - Doctorate Degree
   - Doctorate Degree and additional coursework
   - None of the Above

* 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3 months)? (Transcripts may be required.)
   - 45+ Quarter hours/30+ Semester hours
   - 90+ Quarter hours/60+ Semester hours
   - 136+ Quarter hours/91+ Semester hours
   - 180+ Quarter hours/120+ Semester hours
   - 225+ Quarter hours/150+ Semester hours
   - N/A

* 3. (ENFM08) Which of the following best describes your work experience in Forestry? Experience definition: (This experience includes, but may not be limited to, the following: forestry, agriculture, construction trades, Conservation of Wildland Resources, Environmental science, farm hand, fire suppression, Forest fire science, game warden with forestry experience, rangeland resources, geology, horticulture, landscape architecture, natural resources, range management, watershed sciences, wildlife biology, wood science and technology)
   - No relevant experience, but willing to learn
   - Less than one (1) year of relevant experience.
   - One (1) to two (2) years of relevant experience.
   - Two (2) to three (3) years of relevant experience.
   - Three (3) or more years of relevant experience.

4. (AA) Describe your relevant experience in the box below.

* 5. Do you possess a International Society of Arboriculture (ISA) certification?
   - Yes
   - No

6. (AA) Please provide your license/certificate no below?
7. Do you have a valid driver's license?
   - Yes
   - No

8. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume is not required and is not an acceptable substitution for a completed application. I have read and understand the above statement.
   - Yes
   - No

* Required Question