STATE OF IOWA
invites applications for the position of:

Program Planner 3

| SALARY:          | $25.00 - $38.05 Hourly          |
|                 | $2,000.00 - $3,044.00 Biweekly   |
|                 | $52,000.00 - $79,144.00 Annually |
| LOCATION:       | Des Moines - 50319 - Polk County |
| JOB TYPE:       | Full-time                       |
| AGENCY:         | 542 Iowa Department of Natural Resources |
| OPENING DATE:   | 10/13/17                        |
| CLOSING DATE:   | 10/27/17 11:59 PM               |
| LINKEDIN TAG:   | #LI-POST                        |
| POINT OF CONTACT: | Jeff Goerndt 515-725-8452 jeff.goerndt@dnr.iowa.gov |

JOB DESCRIPTION:

Only applicants who meet the Minimum Qualification Requirements and meet either of the selective requirements (listed below) will be placed on the eligible list.

Interested applicants must either upload a resume and cover letter (preferred) OR submit a completed DAS application on the DAS site by 11:00 p.m. on the closing date. Application forms are available from the Iowa Department of Administrative Services’ (DAS) web page at www.das.hre.iowa.gov, from any Workforce Development Center, or at the DAS-HRE office in Des Moines. Completed applications must be submitted through the DAS web page or faxed to DAS at 515-281-7970. You must include the job title and job vacancy number on all applications. For more information about this position you may contact Jeff Goerndt, Supervisor, Forestry Section, 515-725-8452 or via email at jeff.goerndt@dnr.iowa.gov.

The position provides Administration and coordination of the statewide Operation Releaf program for the Department of Natural Resources’ main office (Wallace State Office Building).

**Primary Job Duties**
Create, coordinate and administer federally funded grants. Administer Operation Releaf tree distribution program, Trees for Kids Grant and Environmental Education programs and other statewide marketing. Support with partners in the urban and forestry community’s. Develop publications for partners, staff, web and media.

Federal Grant Coordination
Create, Coordinate and Administer the Federally funded statewide Landscape Scale Restoration Grants and additional future grant programs, working with municipal, county, and state planning organizations. Coordinate grant work with forestry field staff and report accomplishments to the State Forester. Prepare technical reporting for US Forest Service.

Coordinate and Administer the statewide Operation ReLeaf Residential Tree Distribution program
Create and distribute landscape tree quality nursery specifications for residential trees throughout Iowa.
Create and foster partnerships with municipal and county agencies across the state to bring tree distributions and workshops to all available areas on a rotating basis.
Manage program budget of over $300,000 annually.
Plan and coordinate 16 - 17 residential tree distributions annually, rotating locations and local partners.
Plan and coordinate information workshops throughout the state.
Provide press releases, radio and tv interview, and other media marketing to raise awareness about
urban forestry, species diversity, and residential tree program opportunities.

Assist with the statewide Trees For Kids Grant and Environmental Education program(s)
Attend site visits with schools, city leaders, and other public entities to educate about best
management practices for urban forester, and make site and species recommendations for urban tree
planting
Guides school district officials, municipal staff, and other public organization in successful application
for grant funding
Attend educational planting events; give proper planting demonstrations, presentations, and
workshops
Help coordinate instruction for Project Learning Tree training on a statewide basis

Urban and Community Forestry Partnership Coordinator
Leverage support and obtain local citizen involvement through volunteer coordination within
communities throughout the state. Create a statewide linkage of diverse groups and programs through
state and local partnerships.
Create and maintain database of volunteer organizations, civic organizations, and private corporations
willing to invest in improving urban forests in each community across Iowa.
Technical and Administrative Support
Assist State Forester, State Urban Forester, and District Foresters with administrative needs Responds
to routine citizen, municipal, and county officials requests via telephone, letter, or e-mail, Develop
material for web pages, publications, and and other media.

Critical Job Competencies
Accountability, Integrity, High Productivity, Customer Focus, Interpersonal Skills, Team Player,
Communication Skills, Technical Skills (forestry/horticulture/arboriculture).
The starting salary for new state (Executive Branch) employees will be at the base of the pay range.
This position offers a competitive salary schedule and benefit package. The State of Iowa is an EEO/AA
Employer.
Applicants must upload a resume and cover letter as part of their application to this position.

SELECTIVES:

907 Forestry
12 semester hours, 6 months continuous full-time experience, or a combination of both, in any of the
following:
? Dendrology
? Silviculture
? Forest management, tree planting and habitat management
? Timber stand improvement
? Forest planning
? Planning and mapping using Geographic Information Systems (GIS) for forest improvement projects
? Forest inventory including tree identification
? Reforestation and/or forest health data collection and monitoring

OR

936 Urban Forestry, Horticulture, or Agriculture
6 months’ experience in urban forestry, horticulture, arboriculture (landscape plant care, plant
nursery); or 12 semester
hours in any combination of the following: forestry, horticulture, arboriculture, soil science, urban
forestry, or plant science
(biology, taxonomy, physiology). Training and demonstrated success in working with:
? Urban or community forestry projects;
? Experience with tree selection, planting and maintenance;
? Experience working with contractors and preparing detailed program reports.

MINIMUM QUALIFICATION REQUIREMENTS:
The equivalent of seven years of full-time economic, environmental, social, health care or agricultural
program experience (at the local, regional, statewide, or national level) requiring knowledge in the
following: program content, related community resources, user problems, and program/treatment
methods - demonstrated by one of these types of work; program counselor; program administrator;
program trainer; technical assistant or program consultant;

OR
an equivalent combination of education and experience, substituting thirty semester hours of accredited college course work for one year of the required experience with a maximum substitution of four years;

OR

an equivalent combination of education and experience, substituting thirty semester hours of graduate course work in one of the below listed fields from an accredited college or university for one year of the required experience;

- accounting
- agriculture
- architectural engineering
- business administration
- civil engineering
- computer science
- criminal justice
- ecology
- economics
- education
- finance
- geography
- gerontology
- health
- history
- horticulture
- law
- marketing
- natural science
- nursing
- physical science
- political science
- psychology
- public administration
- regional planning
- sociology
- special education
- traffic engineering
- transportation planning
- urban planning

OR

graduation from an accredited school of law;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to nine months of full-time work as a Program Planner 2;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to twenty-seven months of full-time work as a Program Planner 1.

For additional information, please click on this [link to view the job description](https://agency.governmentjobs.com/iowa/job_bulletin.cfm?jobID=1876199&sharedWindow=0).

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**TO CONTACT THE HIRING AGENCY:**

Wallace State Office Building
502 E 9th St, 4th Floor
Des Moines, IA 50319

http://www.iowadnr.gov/

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.