

FORESTRY, FIRE & STATE LANDS

Forestry Programs Administrator: Click [HERE](#) to view the job details or apply.

This is a full-time, schedule B (career service) position.

Benefits: Yes

Location: Salt Lake City

Requisition #: 15452

Closes: Sunday, April 22, 2018, at 11:59 p.m.

*****THIS IS A PUBLIC RECRUITMENT*****

If you have any questions regarding this announcement, please call the Human Resource Office at [801-538-7425](tel:801-538-7425).

Job Opportunities

Job #: 15452

Job Title: Forestry Programs Administrator

Opening Date/Time: Mon. 03/26/18 12:00 AM Mountain Time

Closing Date/Time: Sun. 04/22/18 11:59 PM Mountain Time

Salary: \$24.61 - \$36.98 Hourly

Job Type: Full Time

Location: Salt Lake County, Utah

Department: 560 Department of Natural Resources

Number of Openings: 1

Benefits: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

Driver License Requirements: Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

Physical Address: [1594 W. North Temple, Salt Lake City, Utah](#)

Recruiter Name: Karen Heaton

Recruiter Telephone Number: [801-538-7425](tel:801-538-7425)

Recruiter Email Address: karenheaton@utah.gov

Overtime Exempt: Yes

Schedule Code: B - Competitive Career Service - Employment in this position requires a probationary period.

EEO Statement: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at [801-538-3025](tel:801-538-3025) or TTY [801-538-3696](tel:801-538-3696).

[Print Job Information](#) | [Apply](#)

Job Description

Are you looking for a challenging opportunity to advance your career in forestry? If so, the Division of Forestry, Fire & State Lands is seeking a Forestry Programs Administrator to join their senior leadership team to oversee the entirety of the Division's cooperative forestry programs. You will supervise staff responsible for and administer overall program management and coordination of all forestry programs.

Principal Duties

As the Forestry Program Administrator you will:

- supervise and support state office forestry program staff
- assist and provide guidance to the Division's field foresters in six area offices across the state
- administer multiple, complex, statewide forestry programs and services
- serve on the Division's management team
- be actively involved with forestry issues and natural resource management leaders across Utah and the west

The Ideal Candidate

The ideal candidate for this position is someone who:

- has a bachelors degree in forestry, forest resources, forest management, forest resource management, natural resource management with a forestry emphasis or other closely related degree
- has at least 5 years of directly related forestry and program management experience
- has supervised multiple natural resource professionals
- has advanced knowledge of and experience with U.S. Forest Service cooperative forestry programs

- has advanced knowledge of and experience with program management and contract administration

Preferences

Preference may be given to applicants who:

- have an advanced degree in forestry, forest resources, forest management, forest resource management, natural resource management with a forestry emphasis or other closely related degree
- have professional experience in a state forestry agency or with the U.S. Forest Service State & Private Forestry
- are a Certified Arborist
- have more than 10 years of professional experience in the administration of forestry or other natural resource programs
- have more than 2 years of direct supervisory experience of forestry or other natural resource professionals

Why You Should Join Our Team

The Division of Forestry, Fire & State Lands is a progressive, diverse agency responsible for forest stewardship, managing wildland fires, and conserving sovereign lands in Utah. You will have the opportunity to be part of the Division's senior leadership and make a positive impact on Division programs and employees. Additionally, the State of Utah offers great benefits and generous paid time off so you can spend more time with your family and have a positive work-life balance. Click [here](#) to view a summary of the benefits offered.



The Division

For more information about the Division of Forestry, Fire & State Lands, click [here](#).

Our office is conveniently located just 1 block west of light rail (Trax - Power Station).

Typical Qualifications:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- degree in forestry, forest resources, forest management, forest resource management, natural resource management with forestry emphasis, or other closely related degree
- at least five years of directly related experience
- fluent in English, both speaking and writing
- ability to communicate information clearly, concisely and accurately in written and verbal forms
- knowledge of and ability to successfully administer and manage multiple, complex, statewide forestry programs and services, including Forest Stewardship, Forest Health, Urban & Community Forestry, Forest Water Quality Guidelines and monitoring, forest industry registration and the forest practices notification registry, and wood and biomass utilization
- ability to provide direct supervision and support to State Office Forestry Program staff, including forest stewardship coordinator, forest health specialist and urban & community forestry coordinator
- ability to oversee all forestry program human resources and personnel issues, including recruitment and hiring, assigning work and annual performance evaluations, staff training and development and corrective actions
- knowledge of change leadership principles and practices and ability to successfully manage and guide positive change in a complex organization
- ability to constructively work in a team environment (actively participate with the division's existing management team) and advise division leadership
- excellent decision making and problem solving skills by identifying key facts, exploring alternatives and proposing solutions
- knowledge of budgeting and ability to manage the program's budget and finances
- knowledge of complex programmatic and project planning, and ability to oversee, lead and implement program planning (both strategic and action planning)
- knowledge of purchasing and contract management and ability to oversee program purchasing and contract management
- ability to read, understand, interpret, explain and properly implement state statute, administrative rule, and department and division policies
- ability to read, understand, interpret, explain and properly implement forestry program plans and various federal guidelines
- knowledge of U.S. Forest Service State & Private Forestry programs and funds
- knowledge of and skill with all facets of grantsmanship and grants management
- ability to successfully seek and receive external grant funding
- ability to administer the Division's contract with High Mountain Nursery at the Lone Peak Conservation Center and manage the associated Little Willow irrigation pipeline
- knowledge of safety protocols and practices and ability to ensure safety is a priority in all aspects of forestry program operations
- ability to administer the forestry program's external relationships and partnerships, including maintaining positive relationships with the U.S. Forest Service and Natural Resources Conservation Services, among other state and federal agencies
- ability to ensure productive partnerships with other public and private entities, and effective representation on applicable boards, committees, work groups and councils
- knowledge of media and public relations practices and ability to positively represent the Division and forestry program with media and the general public

- knowledge of education and outreach in the forestry profession and ability to deliver forestry program educational services
- ability to research, analyze, understand and explain complex forestry and natural resource issues
- knowledge of the legislative process and ability to assist with legislative matters as requested by the Division director

Supplemental Information:

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing, bending and carrying light items. Outdoor work, sometimes strenuous, in all types of environments, terrain and weather conditions is a requirement of the position.
- Walking and hiking over rough terrain typical of a forested setting and driving an automobile, 4-wheel drive vehicle, ATV, etc., while performing work outdoors in all weather conditions is a requirement of the position.
- Extensive in-state and occasional out-of-state travel by vehicle and airplane will be required. Overnight travel will occasionally be required.