



## **Position Announcement**

**Position Title:** Conservation Forester – District Conservation Technician

**Location:** Lakewood, Colorado (Denver Federal Center)

**Closing Date:** January 29, 2017

Applications will be considered until the position is filled; however, applications should be submitted by the closing date for full consideration.

**Employment Status:** Full-time 40 hours per week

**Salary Range:** \$17.00 - \$22.00 per hour, depending upon experience

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**Organization Overview** - Jefferson Conservation District (JCD), a political subdivision of the State of Colorado, provides natural resources technical assistance to private landowners in Jefferson, Gilpin, and Clear Creek counties. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. Programming disciplines include forestry, noxious weeds, and urban agriculture. JCD staff are overseen by a Board of Supervisors.

**Position Overview** – Position reports to the District Board of Supervisors and undertakes a variety of office and fieldwork duties in support of JCD programming. The duties of this position generally are in support of the promotion and delivery of USDA (United States Department Agriculture) Farm Bill programs, through partnership with NRCS – Natural Resources Conservation Service. The selected candidate will work with JCD staff and various partner organizations and agencies to assist private landowners in the planning and implementation of forest conservation practices.

### **Primary Duties**

#### **Develop Forest Management Plans**

- Initiate planning and coordinate with landowners and other stakeholders to develop a forest management plan (FMP)
- Perform necessary field work during all seasons to collect and organize forest inventory data using standard forest inventory equipment
- Analyze and interpret data using computer software; compile data, current science (literature review) and prescription/recommendations into a written FMP
- Use FMPs to produce conservation plans under Farm Bill programs

#### **Manage Forestry Projects**

- Identify grant and cost-share funding opportunities and assist in the development of funding applications; develop project budgets
- Project layout: mark trees, flag boundaries, locate access routes, use GPS and ArcGIS software to create maps, create logging operations plans

- Procure logging contractors: create bid announcements, host site visits, select contractors, provide technical information on landowner and contractor agreements
- Field inspections and Certify work completion; initiate invoicing and payments
- Coordinate with landowners, logging contractors, grantors, researchers, agencies and other stakeholders
- Provide information for project/grant updates and reports

### Outreach and Development

- Develop strategic partnerships with private and public entities; work collaboratively to further the mission of JCD and other stakeholders
- Plan meetings, give presentations, and host field tours to make new connections for JCD
- Engage with JCD board of supervisors to maintain and improve JCD programming and find new funding opportunities
- Create educational documents, presentations, and other products to inform landowners and other stakeholders on JCD's work

## **Necessary Skills**

### Soft Skills

- Highly organized and efficient in managing time, tasks, multifaceted projects, computer files, supplies, etc
- Self-motivated, self-directed, innovative and enthusiastic
- Flexibility to perform a variety of duties and deal with unforeseen events
- Excellent communication, both verbal and written
- Problem solving, inter-personal and customer service skills
- Maintain a positive attitude, enjoy working with people, and respect different viewpoints
- Committed to safety, quality, and professionalism

### Hard Skills

- Demonstrated success in working and communicating with others
- Technical writing – write effectively and efficiently on topics pertaining to forestry and natural resources
- Development and delivery of visual presentations for of a variety of groups that may or may not be familiar with natural resource topics
- General computing: proficient in Microsoft Office Suite, ArcGIS, and able to learn other software programs as necessary
- Discretion in maintaining confidentiality of cooperator business and records
- Ability to work outdoors, often alone, during all seasons to complete required field work; hike over steep, uneven terrain; use map, compass, GPS, forest inventory equipment
- Ability to use various forest inventory equipment, maps and GPS units, keep detailed datasheets
- Ability to operate 4WD motor vehicle on and off road

NOTE: This job description is not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

## **Minimum Qualifications**

- Bachelor's degree in forestry, natural resources management, or a related field
- Basic understanding of forest/fire ecology in the western United States
- Experience working outdoors in a natural resources related field

- Experience performing basic GIS skills using Arcmap and GPS, such as importing/exporting shapefiles, marking waypoints, tracking, buffering, clipping, digitizing layers, creating PDF maps, etc.
- Must possess or be able to obtain a valid Colorado driver's license by the employment start date
- Able to work weekend or evening hours on rare occasion
- Able to pass background check

### **Desired Qualifications**

- Graduation from a degree program accredited by the Society of American Foresters
- Six months work experience in forestry, natural resource management, or a related field

**Application Information:** Applications should be emailed to [jeffersonconservationdistrict@gmail.com](mailto:jeffersonconservationdistrict@gmail.com). All required materials listed below should be sent as one attachment using this naming convention: "ForesterApplication2017\_ApplicantLastname"

### **Required Application Materials:**

- 1) Cover letter (one page, one-sided)
- 2) Résumé (curriculum vitae or CV)
- 3) Three professional references
- 4) College/university transcripts (photocopies acceptable)

To learn more about JCD, visit [www.jeffersonconservationdistrict.org](http://www.jeffersonconservationdistrict.org).

Questions about this position can be referred to Emily Zeller at [Jeffersonconservationdistrict@gmail.com](mailto:Jeffersonconservationdistrict@gmail.com) or 720-544-2873.