



Colorado State University  
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## POSITION ANNOUNCEMENT

**File Reference:** 2014-6

**Position Title:** Program Manager – Entomology, Forest Management Division

**Location:** Fort Collins, CO

**Salary:** \$50,000 – \$65,000, Commensurate with experience

**Closing Date:** Applications will be accepted until the position is filled; however, applicants should submit all application materials by 4:30 p.m. MDST, August 14, 2014 for full consideration.

### ***Roles and Responsibilities:***

Under the direction of the Supervisor for the Forest Management Division, the Program Manager, must have expertise and experience with Forest Health and Entomology to provide integrated forest pest management programs and assistance to field units, cooperators and communities throughout Colorado. The Program Manager is the CSFS and state-wide expert in insect and disease and forest health. Responsibilities include forest health program management, providing statewide forest insect and disease information, conducting trainings and informational workshops for internal and external audiences, coordinating with other agencies, partners and cooperators on insect, disease and forest health issues, and responding to insect and disease inquiries from CSFS staff, cooperators, partners, and the public through the use all available media and communication techniques.

The Program Manager fills a critical role in coordinating and participating in yearly insect surveys, aerial surveys, and non-native insect trapping to compile data and assist in preparing the annual insect and disease reports for the Colorado State Forest Service's (CSFS) annual Forest Health Report. The Program Manager will be responsible for the administration of local, state, and federal grants and the writing of project reports for funding/participating agencies.

The Program Manager must be self-directed, innovative, and enthusiastic, as it is his/her responsibility to act as a liaison to the Colorado State University and numerous agencies and interest groups. He/she must have exceptional customer service ethic when working with people and respect different viewpoints. They must be self-directed, highly motivated individual who is effective at addressing multiple priorities and can effectively function independently and

participate in agency-wide teams, committees, special assignments, and/or other duties as assigned.

*Applicants are expected to possess demonstrated knowledge of and relevant ability with, culturally diverse communities among potential target and constituent populations.*

***Unique Aspects of this Position:***

- This is a professional, salaried position that will require irregular and/or long work hours and evening and weekend duties. This position also may be requested to address a broad range of issues that have a very short time frame for response – sometimes less than 24 hours.
- Occasional travel throughout the State/ Region to conduct and/or attend trainings. This position is expected to visit CSFS Districts as necessary.
- This person will be involved in the state-wide aerial survey and may be required to fly in a small aircraft.
- Will, at times, respond to media request in both print and television for information on forest health and forest management in Colorado.

***Minimum Qualifications:***

- A degree in Forestry, Natural Resource Management, or another related degree with coursework in Forest Entomology
- Successful applicants must have a valid Colorado driver's license or ability to acquire one upon employment
- Ability to work outdoors under strenuous physical demands and in all weather conditions

***Preferred Qualifications:***

- A Masters and/or PhD in Forestry and/or Natural Resources with an emphasis in Entomology, Pathology or Forest Health
- Two years experience in forest health and insect and disease detection, prevention, and suppression
- Written and oral presentation of information, trainings, and outreach to individuals and groups of employees, cooperators, and stakeholders
- Experience participating in media interviews
- Basic knowledge of western United States forest management techniques
- Excellent verbal and written communication skills
- Experience with managing budgets and contracts
- Experience with grant administration
- Capable of effectively documenting accomplishments and record-keeping
- Ability to work collaboratively and advance agency outcomes across organizational boundaries

***Appointment and Benefit Information about Position:*** This is an Administrative Professional position at Colorado State University. Insurance benefits are provided, and administrative professionals may select from several options for medical, dental, life, and personal disability insurance, as well as retirement plans. Full-time administrative professionals earn a full 24 days of annual leave, 15 days of sick leave annually, receive 10 paid holidays, and have access to additional benefits, such as free employee study privileges of up to 9 credits per year at Colorado State University, and/or a 50% reduction of tuition costs for Spouse/Partner and children. CSU

does offer Domestic Partner benefits.

**General Information about Fort Collins:** The CSFS State Office, located in Fort Collins, Colo., offers award-winning schools, a globally focused university, thriving arts scenes, and eclectic shops and restaurants. The City offers a plethora of outdoor activities at its 600 acres of parks, 40,000 acres of natural areas, 20 miles of off-street hike/ bike trails, four golf courses, a racquet center, three swimming pools, an ice rink and a community center. Fort Collins also supports multiple transportation options, including 21 bus routes, more than 280 miles of bike lanes, and 30 miles of paved trails for pedestrians and bicycles.

**General Information about the Colorado State Forest Service:** The Colorado State Forest Service (CSFS) is an agency of Colorado State University, Colorado's land grant institution of higher education, and is housed, organizationally, in the Warner College of Natural Resources. The CSFS also staffs the Division of Forestry for the Colorado Department of Natural Resources. The CSFS has 19 offices throughout the state, with a State Office located in Fort Collins on one of the foothill campuses of CSU.

Colorado's elevations range from 3,500 feet to over 14,000 feet. The state's ecosystems vary from short-grass prairie to alpine tundra, with many forest ecosystems between these treeless extremes. State forestry in Colorado covers a wide diversity of natural environments and human communities. State forestry personnel work with landowners, community representatives, youth, cooperators, and other agencies and disciplines to establish, manage, protect, and restore tree and forest resources. The CSFS utilizes an educational, incentives-based, and customer-service oriented approach, rather than a regulatory approach in working with landowners, cooperators, and partners to implement CSFS programs.

**Application Information:** When applying with the Colorado State Forest Service, applicants are requested to submit the materials listed below through an online process at <http://csfs.colostate.edu/pages/employment.html>.

**Required Application Materials:**

- 1) *The letter of application/statement of qualifications* is to be no longer than four pages (one sided) and include statements describing skills that meet the minimum qualifications; unique aspects of this position; preferred qualifications; and roles and responsibilities described in this announcement.
- 2) *The résumé* is to be a maximum of three pages (one sided). For communication purposes, please include your physical address and an email address.
- 3) *Professional References* should include one page with names, addresses, affiliation, phone numbers, and e-mail addresses for five professional references, including your last three supervisors, if applicable. References will not be contacted without prior notification of candidates.
- 4) ***Official college transcripts*** that show cumulative GPA and the type of degree awarded must be included (photocopies or scanned copies submitted by the applicant will be accepted). ***Please allow an appropriate amount of time to obtain transcripts if you do not have a copy stating a degree was awarded.***

5) (*Optional*) A list of Continuing Education coursework and activities that describe certifications, continuing education classes and workshops, may be included.

***All of these materials must be received for applications to be considered complete by closing date.***

Please allow at least two to three weeks after the closing date for us to review your application materials and determine those candidates we plan to invite to interview. If you are not selected for an interview, we will send you a letter when the process is complete. Should you be invited to an in-person interview, the Colorado State Forest Service will cover all reasonable travel expenses per candidate. At the time of on-campus interviews, application materials of finalist candidates will be made available to Forest Service and other relevant constituents.

***Additional Information:*** For questions about this position or the application process, please contact Sarah Badding at [csfs\\_jobs@mail.colostate.edu](mailto:csfs_jobs@mail.colostate.edu) or 970-491-7293.

***Background Investigations:*** Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.

***Nondiscrimination Status:*** Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.