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## **POSITION ANNOUNCEMENT**

***File Reference:*** 2014-9

***Position Title:*** Forester I/II, appointment up to 2 years, 2 positions

***Location:*** Boulder and Golden, Colorado

***Salary:*** \$32,000 - \$35,000, Commensurate with experience

***Employment Status:*** This full-time, 2-year appointment will be a Colorado State University Administrative Professional employee.

***Closing Date:*** Applications will be accepted until the position is filled; however, applicants should submit all application materials by September 12, 2014 for full consideration.

***General Position Description and Duties:*** The Foresters filling these positions can expect to spend roughly seventy-five percent of their work time in the field, therefore experience in the use of basic forestry field equipment (clinometers, angle gauges/prisms, increment borers, compasses, measuring tapes, GPS units, etc.) is beneficial. Knowledge and experience in timber stand cruising/forest inventory, treatment area layout and traversing, timber marking, volume determination, data entry into GIS programs, map making, forest management plan preparation, contract administration, and record keeping are highly desirable. Good oral and written communication skills, the ability to work effectively with others and problem solve, self-direction, and strong consideration for personal and co-worker safety are other important traits.

***Boulder District Specific Duties*** - The primary responsibility of this forester will be to execute forest management and wildfire hazard mitigation. This Forester must be proficient with wildfire hazard mitigation strategies, project design and layout with a basic understanding of wildland fire behavior and suppression tactics. The position will also assist with other program areas including: forest insect and disease identification and control, community forestry, and conservation education and outreach. There may be opportunities to assist with other District programs and activities as the need arises.

***Golden District Specific Duties*** - The primary responsibility of this Forester is to conduct significant portions of the forest agriculture tax classification program, as well as active forest management program activities. The successful candidate will serve as a forester

supporting the Golden District's forest management and wildfire mitigation programs. The Forester will support wildfire mitigation activities through landowner and community assistance, and project management. The Forester will also assist other district personnel with the following programs: urban and community forestry; insect and disease detection and control; and wildfire fuels reduction.

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

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

- Required work hours are often irregular and can result in long days. In addition, evening and weekend work is sometimes required.

***Minimum Qualifications:***

- A degree in a curriculum from a Society of American Foresters' (SAF) accredited forestry school is required (*please see accreditation link in the Application Information section of this announcement*).
- Six months professional forestry experience.
- Ability to operate four-wheel-drive and all-terrain vehicles, use and maintain forestry equipment, and to perform strenuous outdoor work in a variety of terrain and weather conditions is required.
- Successful applicants must have a valid Colorado driver's license or the ability to acquire one upon employment.

***Preferred Qualifications:***

- 2 years professional forestry experience.
- Capable of using GPS units to collect field data, and use of GIS programs; knowledge of ArcMap, and GPS unit operation (Trimble and Garmin).
- Ability to exhibit confidence and competence in presentations.
- Completion of ATV Operator safety training.
- Completion of S-212 Power Saws certification.
- Experience with contracts, agreements, and grant management.
- Basic knowledge of western United States forest management techniques in the following areas: silviculture; harvesting systems; forest management planning; wildfire hazard mitigation, forest insect and disease detection, prevention, and suppression; community forestry; agroforestry; and outreach.
- Ability to properly plant seedling and ball and burlap trees.
- Comprehension of basic field forestry skills (cruising, timber marking, topographic map and aerial photography interpretation).
- Excellent verbal and written communication and interpersonal skills.
- Proficient with the general Microsoft Suite software products.
- Committed to safety, quality, demonstrated excellent customer service ethic and professionalism.
- NWCG Firefighter 2.
- Demonstrated experience with participation on teams, committees and other special assignments.

***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 vacation and another 15 days of sick leave annually, 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 the Colorado State Forest Service:*** The Colorado State Forest Service 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 15 field offices throughout the state, with a State Office located in Fort Collins on one of the foothills campuses of CSU.

Colorado's elevations range from 3,500 feet to over 14,000 feet. Colorado'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.

***Boulder District:*** The Boulder District serves Boulder, Broomfield and Gilpin Counties in Colorado's northern Front Range. The District office is located just east of the Town of Lyons and is within 20 minutes of the City of Boulder and 15 minutes from Longmont.

Elevation ranges from 5000 feet in Broomfield County to over 14,000 feet in northwest Boulder County along the Continental Divide. There are extensive public lands and a variety of outdoor recreational opportunities. Local attractions include the Rocky Mountain National Park, Eldorado and Golden Gate Canyon State Parks, many county parks and open space properties. District vegetation types range from short-grass prairie to alpine tundra. The District's primary forest cover types include ponderosa pine/Douglas-fir, lodgepole pine and Engelmann spruce/subalpine fir.

The Boulder District provides a full complement of CSFS programs and services, including private and state land forest management assistance, wildfire hazard mitigation and community wildfire protection plans, grant programs for local communities, organizations, and landowners, and forestry education and outreach. The demand for CSFS services is steadily increasing and is the reason an additional Forester position is needed. The CSFS is well respected in the area, and has developed a good working relationship with our many landowners, cooperators, and partners. The District Forester has developed a team approach to deliver CSFS programs and services where each staff member takes the lead on one or

more program areas and all staff members are expected to assist as needed for successful, efficient and effective delivery of services and programs.

***General Information about the Golden District:*** The Golden District contains Clear Creek, Denver, Jefferson, and the northeast portion of Park counties west of Denver, Colorado. The District office is located in the town of Golden, Colorado. The Golden District provides the full range of CSFS services to the four counties.

***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* should 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* should 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. Candidates must successfully pass the background investigation prior to receiving the final written offer.

***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.