



**Arkansas Forestry Commission**  
**3821 West Roosevelt Road**  
**Little Rock, AR 72204-6396**  
**Phone: 501/296-1940**  
**Fax: 501-296-1949**

**AN EQUAL OPPORTUNITY EMPLOYER**

## **JOB VACANCY & PROMOTIONAL OPPORTUNITY LIST**

**January 12, 2015**

**Please refer to page 2 for conditions of employment.**

<b>TITLE LOCATION</b>	<b>ANNUAL SALARY POSITION #</b>	<b>APPLICATION MUST BE RECEIVED BY:</b>
Management Forester/Stewardship Coordinator Statewide  <b><u>Hiring Authority:</u></b> Arkansas Forestry Commission Assistant State Forester Doug Akin 3821 West Roosevelt Road Little Rock, AR 72204 Phone: 501/296-1861 Fax: 501/296-1973 E-mail: <a href="mailto:doug.akin@arkansas.gov">doug.akin@arkansas.gov</a>  Standard State of Arkansas employment application required.  Apply on line: <a href="http://www.arstatejobs.com">www.arstatejobs.com</a>	Salary Range: \$37,332 - \$62,616  Position #: 22088659	<p><b>January 26, 2015</b></p>

### **STATE'S MINIMUM QUALIFICATIONS:**

#### **Education/experience requirements:**

- The equivalent of a bachelor's degree in forestry or a related field.
- Three years of experience in program organization and administration.
- Two years in a supervisory or leadership capacity.

#### **Knowledge of:**

- Supervisory practices and techniques.
- State and federal laws, regulations, and guidelines applicable to specialized program area.
- Principles and practices of organizational management.
- Grants administration.

#### **Ability to:**

- Supervise a subordinate professional, para-professional, and administrative support staff.
- Analyze programs and recommend implementation methods or modifications.
- Interpret and apply federal and state guidelines and regulations.
- Provide guidance and technical assistance to management, staff, and the general public.
- Plan, prepare, and present oral and written reports.

#### **Other Requirements:**

- Frequent in-state travel required.

**SUCCESSFUL APPLICANTS MUST BE WILLING TO ACCEPT THE FOLLOWING CONDITIONS OF EMPLOYMENT:**

Move to the location of the job at employee's expense.

AFC Residency policy: Forest Rangers and County Foresters must live in their area of responsibility or within fifteen road miles of their assigned work center. District Foresters must live in their assigned District.

Accept compensatory time off instead of overtime payment for overtime hours worked if the job is nonexempt under the Fair Labor Standards Act.

The AFC may call back emergency response employees to work and supervisors may schedule their workday to carryout emergency response duties.

Emergency response employees on approved mileage reimbursement must have a dependable vehicle to meet emergency response requirements.

Employees may be required to undergo a physical examination.

Forest Rangers, County Foresters, State Forest Foreman, Forest Technicians, and AFC Investigators must meet physical fitness standards annually.

Foresters must meet Arkansas Board of Registration for Foresters certification requirements within one year of employment.

The Law Enforcement Standards Commission certifies law enforcement employees. These employees must be at least 21 years old, satisfactorily complete a thorough background investigation, and physical and psychological examinations.

Federal Department of Transportation regulations require a commercial driver's license (CDL) for all employees with truck driving or emergency response duties. Pre-employment and random alcohol/drug testing is mandatory for CDL holders. CDL holders must be at least 18 years old.

Complete an Employment Eligibility Verification form (Form I-9) and provide related documentation proving the applicant is a United States citizen or an alien authorized to work in the United States.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Arkansas Forestry Commission does not discriminate because of race, color, national origin, sex, religion, age, or disability in employment, access, or in the provision of services. Information about the provisions of the Americans with Disabilities Act is available from the Arkansas Forestry Commission Human Resources Administrator. Qualified applicants with disabilities may request needed accommodations to participate in the application process by contacting the Human Resources Administrator at 501/296-1940, 3821 West Roosevelt Road, Little Rock, AR 72204-6396.

**BENEFITS**

The AFC offers an excellent benefit package including immediate accrual of annual and sick leave, eleven paid holidays, and a contributory retirement plan. The AFC pays the major portion of medical health insurance for full-time employees.

Other benefits include maternity/paternity leave, court and jury duty, military leave and a catastrophic illness leave program as well as Family and Medical Leave. AFC employees may choose to participate in a deferred compensation plan and various options for life insurance, accident insurance, cancer care and intensive care insurance. Employees may participate in the Arkansas Cafeteria Plan which is a program designed to allow an employee to pay for group health and life insurance premiums, dependent day care and out-of-pocket medical costs tax free. All employees of the AFC are covered under workers' compensation and unemployment insurance.