OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY
RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

****

The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

FORESTER, L24C

WORKING TITLE: URBAN & COMMUNITY PARTNERSHIPS COORDINATOR

NUMBER OF VACANCIES: One (1)
POSITION NUMBER: 04000133
ANNOUNCEMENT NUMBER: 15-22B

Level:	**III**
Salary Band:	**K**
Monthly Salary Range:	**$2,653.99 – $4,865.64**
Work Location:	**Forestry Headquarters, 2800 North Lincoln Boulevard, Oklahoma City, OK**
Supervisor of Position:	**Mark Bays, , Forester IV**
Posting Date and Time:	**Wednesday, September 16, 2015 at 8:00 a.m.**
Application Deadline:	**Monday, October 19, 2015 at 5:00 p.m.**
Special Requirements:	**Applicants must be willing and able to fulfill all job related travel associated with this position.**

"Position Profile" attached

****

Applicant Source: Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Human Capital Management Department.

Method of Application: Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address, an e-mail address and a daytime telephone number where you may be reached)
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B).Original form with original signature.
- A copy of their college transcript
- A copy of their most recent Performance Management Process (PMP), including leave balances
- A résumé (including three references)

Application materials should be submitted to: the Human Resources Application Services, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK no later than 5:00 p.m. CST on October 19, 2015. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division OKCAREERS link at www.opm.ok.gov

For Further Information Concerning This Position Please Contact: Mark Bays at (405) 522-6150.

Six (6) month trial period or one (1) year probationary period may be required.

The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.

The job family descriptor (JFD) for this position is available at www.opm.ok.gov

********** **An Equal Opportunity Employer and Provider** **********

POSITION PROFILE
FORESTER III (L24C)
Working Title: Urban Forestry Partnership Coordinator
Oklahoma Department of Agriculture, Food and Forestry

INTRODUCTION

The following is a summary of the primary job duties of a Staff Forester for Oklahoma Forestry Services, a division of the Department of Agriculture, Food and Forestry, assigned to assist the Urban Forestry Program Coordinator with development and implementation of the agency's urban and community forestry programs in cooperation with agency personnel, state and federal agencies, local governments and non-profit organizations.

THE POSITION

The agency administers a variety of federal and state programs designed to assist cities and towns in improving their local forest resources, and to raise awareness about the many benefits that trees and forests provide the citizens of Oklahoma. This position reports to the Urban Forestry Program Coordinator and is under general supervision to organize, develop, implement and administer a variety of professional forestry programs and services on a statewide basis that will expand partnership opportunities and participation in community forestry activities.

To be effective in this position, the forester needs: (1) a four-year forestry degree plus experience and training in forest resource management, urban forestry and related fields; (2) skills in communications, problem solving, planning and computer use including a strong understanding of GIS software, systems and applications; and (3) the ability to develop effective working relationships with a wide variety of people and exercise independent judgment.

RESPONSIBILITIES

The position's primary responsibility is serving as the agency's co-coordinator of the Urban and Community Forestry Program. Major responsibilities include:

- Promote volunteerism in communities developing local urban forestry programs. Explore opportunities to develop working relationships with other state and local government agencies and non-profit groups.
- Assist in developing matching grant program guidelines, forms and procedures and publicizing the availability of grant funding.
- Assist the Education Program Coordinator and help design programs to involve youth in forestry projects.
- Assist with Arbor Week and the Annual U&CF Conference.
- Manage computer files to compile quarterly and annual accomplishment reports, and track progress of grant projects.
- **Work directly with all State Office staff and field personnel, and provide training in areas of expertise.**
- **Assist as support staff for urban forestry activities and programs carried out by field offices.**

Other duties include:

- Promotion of forestry programs and services and educational projects in partnership with state and federal agencies and non-profit organizations using effective demonstrations, exhibits, tours, meetings, mass media, personal contact and contributions to the urban forestry and education sections of the agency's website.
- Participate in meetings and conferences on all aspects of forestry; develop and conduct training sessions for employees, civic groups and concerned citizens; initiate or assist in the preparation of news articles and publications on forestry practices and programs.

SKILLS

The position requires a professional that can plan, organize, direct and coordinate a variety of agency programs and tasks related to urban and community forestry and education, as well as provide direction and training of other employees. The individual must be capable of establishing and maintaining effective working relationships with others; expressing ideas clearly and concisely, both orally and in writing; speaking effectively before groups; and following written and oral instructions. The position requires creative problem solving skills, negotiating skills and the ability to exercise sound independent judgment. Employee must evaluate, organize, prioritize and negotiate how and when to complete

specific job tasks if there is a conflict. Experience with computer hardware and software, including word processing, spreadsheets, database management, e-mail, Internet usage and PowerPoint is beneficial. GPS and GIS and special applications is highly beneficial.

KNOWLEDGE

Knowledge of modern forestry methods; of soil conservation techniques and principles; of tree identification and physiology; of business mathematics and English; of timber management and inventories; harvesting and regeneration methods; forest products and marketing; of urban forestry techniques and arboricultural practices; techniques, tools and equipment used for forest fire prevention and suppression; silvicultural requirements of forest species; of common forest pests and pest control measures; of long-range planning, report writing and record keeping.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Routine work is generally conducted in an office environment, although driving a state vehicle in travel status is necessary to carry out job duties, as described below. Travel may expose employee to hazardous driving and traffic conditions in highly urbanized areas. Fieldwork in cooperation with agency foresters will be performed outdoors, and occasionally in hot or cold, wet, windy or inclement weather. Outdoors work may expose employee to dust, pollution, soil or pollen, severe weather, snakes and insects. Work in the office and with the public may expose employee to contagious or infectious diseases and minor illnesses, such as colds, flu, etc.

TRAVEL OR SPECIAL REQUIREMENTS

Ten percent of work time may be spent in in-state travel status. The employee will also be expected to attend in-state meetings of the agency, occasionally involving an overnight stay, and may represent the State at out-of-state conferences. A valid Oklahoma driver's license is required.