

OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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

**FORESTER, L24D, LEVEL IV**  
**MAY FILL AS: FORESTER, L24C, LEVEL III**  
**WORKING TITLE: STAFF FORESTER**  
NUMBER OF VACANCIES: One (1)  
POSITION NUMBER: 04000157  
ANNOUNCEMENT NUMBER: 14-35

**Salary Band:** L = LEVEL IV  
K = LEVEL III

**Monthly Salary Range:** \$2,919.34 - \$5,352.13 = LEVEL IV  
\$2,653.99 - \$4,865.64 = LEVEL III

**Work Location:** 2800 N. Lincoln Boulevard, Oklahoma City, OK

**Supervisor of Position:** Kurt Atkinson, Agriculture Services Administrator

**Posting Date and Time:** Friday, November 14, 2014 at 8:00 a.m.

**Application Deadline:** Position will remain open until filled

**"Position Profile" attached**

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**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 Division.

**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 and a daytime telephone number where you may be reached)
- ~ A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- ~ A copy of their most recent Performance Management Process (PMP), including leave balances
- ~ Copy of college transcript
- ~ A résumé (including three references)

**Application materials should be submitted by mail to:** 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. 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](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Kurt Atkinson at (405) 522-6147.

**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](http://www.opm.ok.gov)

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

# DEPARTMENT OF AGRICULTURE, FOOD & FORESTRY

## FORESTER, L24D/L24C

### JOB PROFILE

#### **INTRODUCTION**

The following is a brief 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 coordinate the agency's forest resource management programs in cooperation with agency personnel, state and federal agencies, private landowners and other organizations.

#### **THE POSITION**

The agency administers a wide variety of federal and state programs designed to regenerate, manage and utilize Oklahoma's diverse forest resources. This position reports to the Assistant Director and is under general supervision to plan, organize, develop, implement and administer a variety of professional forestry programs and services on a statewide basis, and to provide agency leadership in forest resource management programs and issues in Oklahoma.

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

#### **RESPONSIBILITIES**

The position will coordinate projects and administer programs related to forest resource management in Oklahoma, with primary responsibility for all aspects of the federally-funded Forest Stewardship Program. Provide staff-level support for other landowner assistance programs, including the Conservation Reserve Program, Environmental Quality Incentives Program agreement with NRCS and the state forestry cost-share program. Provide leadership of and/or staff support for various competitive grant projects funded by the US Forest Service, such as the Cross Timbers grant. Major responsibilities include: (1) helping train field personnel and serving as support staff for forest management activities and programs carried out by field offices; (2) tracking accomplishments, managing federal grants and preparing accomplishment reports; (3) promoting landowner participation; (4) communicating results; and (5) serving as liaison between Forestry Services and U.S. Forest Service and other agency personnel.

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 coordination of the forest management sections of the agency's website. Participate in meetings and conferences on forest management and conservation; develop and conduct training sessions for employees, landowners, civic groups and concerned citizens; initiate or assist in the preparation of news articles and publications on forestry practices and programs.

Provide professional and technical information to sawmill operators, loggers and others associated with forest industry. Maintain statistics related to the forest resource and its economic impact in Oklahoma. Participate in the forest resource planning efforts of the agency, including maintenance of databases, assistance with resource mapping, development of the Forest Action Plan and implementation strategies, and coordination with partners. Serve as direct supervisor of Forestry's GIS specialist position.

Assist in development of Division budgets, work plans and administrative functions of the agency.

#### **SKILLS**

The position requires a professional that can plan, organize, direct and coordinate a variety of agency forest management programs and services, as well as provide direction, supervision 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. Familiarity with computer hardware and software, including word processing, spreadsheets, database management, e-mail, Internet usage, PowerPoint, GIS and special applications is beneficial.

### **KNOWLEDGE**

Knowledge of modern forestry methods; of soil conservation techniques and principles; of business mathematics and English; of timber management and inventories; harvesting and regeneration methods; forest products, marketing, and urban forestry; 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; and of tree identification and physiology.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Routine work is generally conducted in an office environment, although 10 to 20 percent of work time may be spent driving a state vehicle in travel status. Fieldwork in cooperation with agency foresters will be performed outdoors, often in rough terrain and occasionally in hot or cold, wet, windy or inclement weather. Employee must be able to travel to rural properties and traverse rough, uneven or steep terrain. Outdoors work may expose employee to dust, pollution, soil or pollen, severe weather, snakes, insects and logging equipment. 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 may expose employee to hazardous driving and traffic conditions in highly urbanized areas.

### **TRAVEL OR SPECIAL REQUIREMENTS**

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