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, L24A, Level I

WORKING TITLE: SERVICE FORESTER

NUMBER OF VACANCIES: One (1)
POSITION NUMBER: 04000158
ANNOUNCEMENT NUMBER: 14-23

Salary Band:	I
Monthly Salary Range:	**$2,208.51 - $4,048.94**
Work Location:	**East Central Area, Talihina, OK**
Supervisor of Position:	**Craig Marquardt, Forester V**
Posting Date and Time:	**Monday, August 25, 2014 at 8:00 a.m.**
Application Deadline:	**Open continuously until position is 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 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. 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: Craig Marquardt at (918) 465-2082.

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 I, L24A
Work Location: Talihina, OK

General:

This is the basic level of this job family where employees are assigned responsibilities involving beginning level professional work primarily by providing farmers, land owners, communities, and others with technical advice and service concerning their forestry and other natural resource needs. In this role employees will be responsible for assisting in the development and implementation of forestry conservation projects in an assigned area or district. This will include analyzing forest resource conditions, developing recommendations and writing forest management plans, contacting land owners and providing advice on forestry management techniques, providing educational assistance to schools, civic groups and others, and assisting groups and local governments with community forestry projects.

Examples of Specific Duties and Tasks:

1. Participates in planning, developing and implementing various forestry, conservation, fire prevention or other programs and various other projects such as marking of forest products, timber cruising, prescribed burning or other activities.
2. Advises farmers and landowners concerning reforestation projects, the establishment of windbreaks and shelterbelts, post lots, wildlife habitat and erosion control.
3. Provides technical service and advice to forest land owners and sawmill operators regarding timber inventories, management, cutting and forest regeneration methods, prescribed fire and marking of forest products.
4. Conducts timber inventory surveys; computes and analyzes data collected and summarizes results; assists operators and timber buyers in the location of salable timber.
5. Provides assistance to cities and towns, non-profit groups, homeowners and other urban and community forestry projects; provides information to the public on proper tree planting and care.
6. Prepares specialized written forestry plans for landowners, groups, or communities that contain specific forestry recommendations, such as forest management guidelines, protection of water quality, protection of forests from fire and pests, improvement of wildlife habitat, control of erosion, tree planting and maintenance guidelines and timber harvesting.
7. Participates in meetings, conferences and seminars on fire prevention, fire control, forest management, conservation and urban forestry; develops and conducts training classes for employees, schools, civic groups, clubs and concerned citizens; prepares news stories, leaflets and bulletins on basic forestry practices and techniques.
8. Participates in wildfire suppression operations and activities.

Education and Experience:

Education and Experience requirements at this level consist of a Bachelor's degree in forestry from an accredited university, or a closely related degree in natural resource management with three years of professional forester experience which includes forest management and wildland fire management.

Special Requirements:

Must be willing and able to fulfill all job-related travel normally associated with this position.
Must obtain certification by the Oklahoma Department of Agriculture, Food and Forestry as a Pesticide Applicator prior to completion of the probationary period.