

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, L24E**

**WORKING TITLE: FOREST REGENERATION & TREE IMPROVEMENT FORESTER**

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000161

ANNOUNCEMENT NUMBER: 15-37

**Level:** V

**Salary Band:** N

**Monthly Salary Range:** \$3,596.89 - \$6,594.30

**Work Location:** 830 N. E. 22th Ave., Goldsby, Oklahoma

**Supervisor of Position:** Scott Huff, Agricultural Services Administrator

**Posting Date and Time:** Friday, October 30, 2015 at 8:00 a.m.

**Application Deadline:** Monday, November 16, 2015 at 5:00 p.m.

"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, 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 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 by the deadline stated above. 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 OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Scott Huff at (405) 522-614 .

**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** \*\*\*\*\*

# Position Profile

## Forester V (L24E)

### (Forest Regeneration and Tree Improvement Forester)

#### General

This is the management level of this job family. This position reports to the Oklahoma Forestry Services' Assistant Director/Forest Management Chief and is responsible for the overall supervision and management of the Forest Regeneration Center (FRC) and the Forest Tree Improvement Center (FTIC). These two facilities are focused on selecting, producing, and distributing quality conservation tree and shrub seedlings used for reforestation efforts in Oklahoma and several states in the region assisting in the implementation of both state and federal programs. This forester is also expected to work and coordinate with other state nurseries and forest genetics programs as well as other state and federal agencies.

Employees at this level are assigned responsibilities involving the direction of professional forestry work and programs. This includes planning and organizing work to be done, periodically reviewing area activity and job assignments, providing supervision and training to employees, and various administrative tasks such as budget preparation, annual work planning, and overall program administration.

#### Examples of Specific Duties and Tasks:

1. Operates under general direction and supervise permanent staff.
2. Develop an annual work plan for the area each year which incorporates any emphasis or direction from the Division Director.
3. This position oversees those who supervise and train field inmate supervisors, laborers, equipment operators, forest regeneration specialists and others as assigned.
4. Assure all personnel comply with policies, laws, rules and regulations in the performance of their duties. Provide leadership and take proper corrective action to enforce such compliance as necessary. Manage Area personnel according to State law and Agency policy.
5. Develop work program budgets, capital outlay requests, and requests for expanded services by the assigned deadlines. Manage the regeneration and tree improvement fleet to insure the most effective and best use of limited resources to accomplish the goals.
6. May also undertake special forestry projects, such as conducting tours or presenting educational programs.

This position will be expected to manage effectively in a complex situation and deliver program solutions. FRC is working to increase production and program revenue. The successful candidate will work to improve or initiate new marketing strategies, offer our products on a larger scale and develop new propagation methods, timelines and goals.

#### Special Requirements:

- A working knowledge of techniques of seed processing, stratification and sowing, fertilizer application, soil conditioners, diagnosis of pest problems, pesticide application, grading, and other seedling related activities.
- A working knowledge of forest genetics program management.

#### Physical Demands and Travel Requirements:

The successful candidate is responsible for field supervisory activities that take place outdoors or in seedling shipping facilities, as well as planning and coordinating duties that take place in an office environment. They travel occasionally to rural sites across Oklahoma in support of the forest regeneration program, attend in-state meetings of the agency and may represent the agency at out-of-state conferences. A valid Oklahoma driver's license is a job requirement.