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Department of Conservation  
And Natural Resources

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STATE OF NEVADA  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
**NEVADA DIVISION OF FORESTRY**  
2478 Fairview Drive  
Carson City, Nevada 89701  
Phone (775) 684-2500 Fax (775) 684-2570

## **Job Announcement: Conservation Aid**

Part Time Position: 20 hours per week  
Closing Date: May 4, 5:00 p.m.  
Salary: \$14 per hour  
Location: Las Vegas

The Nevada Division of Forestry requires part-time, seasonal help assisting the Resource Management Officer with implementation of the Urban & Community Forestry Program in the Las Vegas area. NDF will initially screen resumes and then refer qualified applicants to Manpower Inc, a third party employment services agency under contract with the State of Nevada. The successful applicant will be hired as an employee of Manpower Inc.

**DESCRIPTION OF WORK:** The Conservation Aid may assist with the following special projects: organizing tree planting events; developing tree inventories; developing community forestry management plans; pursuing funding sources for community projects; organizing pruning clinics, workshops, meetings, conferences, and Arbor Day celebrations; assisting with implementation of the Tree City USA Program, Arbor Day Poster Contest, Nevada Big Tree Program; and sub-grant programs, dispersing information to various community user groups such as school groups; preparing educational and informational displays to be used at meetings, fairs and conferences; responding to requests from the public and various agencies for community forestry information; preparing news releases and articles; assisting with Las Vegas nursery activities, and other duties as assigned.

**KNOWLEDGE AND SKILLS:** Knowledge in the following areas is desirable: urban forestry, arboriculture, horticulture, botany, landscape architecture, proper tree planting and pruning practices, or tree selection. The following skills are desirable:

oral and written communications, public relations and interpersonal relations, creating educational and informational materials for displays, and use of computers. Applicant must possess a valid driver's license. Applicant must have the ability to lift up to 30 pounds and to climb, stoop, bend, reach, walk, sit, kneel, or stand for long periods of time. Work areas are in both indoor and outdoor locations.

**EDUCATION:** An associate's degree in horticulture, arboriculture, urban forestry, forest management, landscape architecture or related field; or an equivalent combination of education, training, and experience may be accepted.

**ADDITIONAL INFORMATION:** The position is temporary/part-time, and the hours are flexible. A 20-hour work week is expected, but we may be able to accommodate as few as 10 hours or as many as 30 hours per week. Funding is available for approximately 1,175 hours at \$14.00 per hour, and the total number of hours worked will determine when the job will end. There are no State of Nevada employment benefits. There is a possibility of additional extensions of the project as additional grant funds become available. Occasional weeknight or weekend work may be required. College students are encouraged to apply.

**HOW TO APPLY:** The position is open until filled. We expect to fill the position before July 1, 2009.

Send a cover page along with a resume to Matthew Koepnick, Nevada Division of Forestry, 4747 Vegas Drive, Las Vegas, Nevada, 89108. NDF will initially screen resumes and then refer qualified applicants to Manpower Inc, a third party employment services agency under contract with the State of Nevada. The successful applicant will be hired as an employee of Manpower Inc.

Questions may be addressed to Matthew Koepnick, Resource Management Officer, at 702.486.5123. **Do not send application to State Personnel.**

The **Nevada Division of Forestry** is a division within the **Nevada Department of Conservation and Natural Resources**. The division coordinates and manages all forestry, nursery, endangered plant species and watershed resource activities on certain public and private lands. The division also provides protection of life, property and natural resources through fire suppression, prevention programs and provides other emergency services as needed.

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