

Urban Forestry Technician

Location: Las Vegas, Nevada
Closing date: Monday, March 1, 2010 at 5:00 p.m.
Salary: \$17.39/hr plus \$3.35/hr for health and welfare benefits

The Nevada Division of Forestry (NDF) requires assistance implementing the American Recovery and Reinvestment Act (ARRA) funding for Urban Forestry Revitalization in the urban areas of Clark County. The position(s) will be filled as two part-time positions or one full-time position, dependent upon the qualifications of applicants. 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(s) will be hired as an employee of Manpower Inc. The duration of the position(s) will be approximately two years.

The successful applicant will receive payment for State Holidays. Any State Holiday may be substituted for another day off with pay as approved by NDF.

DESCRIPTION OF WORK: The Urban Forestry Technician(s) may assist with the following special project areas:

- Develop, implement, and monitor a competitive grant award program that provides trees to municipalities, schools, non-profits and other tree advocacy groups in Clark County.
- Develop educational materials and provide outreach for NDF Nursery and Urban Forestry Programs.
- Coordinate with municipalities to implement a region-wide tree inventory and tree canopy assessment.
- Work with tree advocacy groups to build capacity through tree planting projects and pursue funding.

In addition to the above, the position(s) will assist with the following projects: organizing tree planting events; developing community forestry management plans; pursuing funding sources for community projects; preparing educational and informational displays to be used at meetings, fairs and conferences; dispersing information to various community user groups such as school groups; preparing news releases and articles; providing assistance to non-profit and public entities concerning proper tree care; working with community leaders to implement the Shades of Green project and urban forestry best management practices, and create more effective urban forestry management programs; and other duties as assigned.

KNOWLEDGE AND SKILLS: Knowledge in the following areas is desirable: urban forestry, arboriculture, horticulture, marketing, public relations, advertising and design, program development, working with volunteers and non-profits, grant writing and management. 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 urban forestry, arboriculture, horticulture, forest management, landscape architecture, marketing or related fields; or an equivalent combination of education, training, and experience may be accepted.

ADDITIONAL INFORMATION: If hired as part-time the hours can be 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 two years, and the total number of hours worked will determine when the job will end. There are no State of Nevada employment benefits. Occasional weeknight or weekend work may be required.

HOW TO APPLY: The position is open until filled. We expect to fill the position before March 5, 2010.

Send a cover letter along with a resume to Matthew Koepnick, Nevada Division of Forestry, 4747 Vegas Drive, Las Vegas, Nevada, 89108, or by email to mkoepnick@forestry.nv.gov. 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, Nevada Division of Forestry Southern Region Resource Management Officer, at 702.486.5123. **Do not send application to State Personnel.**