



NATURAL RESOURCE PROGRAM MANAGER

GENERAL INFORMATION

Position Title: Natural Resource Program Manager, Full-Time

Location: Forestry Program Manager – Natural Resource Management – Grade 39

Supervised by: Nevada Division of Forestry – Deputy Administrator

NDF Vision: To manage healthy and resilient landscapes through public and private partnerships in urban, rural and wildland areas across Nevada that sustain necessary water supplies, local economies, human health, and wildlife habitat for present and future generations of Nevadans.

NDF Mission: The Division of Forestry provides professional natural resource and wildland fire management services to Nevada citizens and visitors to enhance, conserve and protect forest, rangeland and watershed values, endangered plants and other native flora.

POSITION DESCRIPTION

Nevada Division of Forestry is seeking a Resource Management Program Manager to lead and oversee all natural resource and conservation activities at the agency including, but not limited to: administration, technical assistance and outreach, as well as coordination of statewide programs in forest, rangeland and watershed resource management, forest health, urban & community forestry, wildfire rehabilitation, wildfire hazard reduction, threatened & endangered species, conservation plant materials, environmental education, climate change mitigation, permitting and compliance, and biomass utilization. This position ensures that staff implement projects effectively through contracting hand crews and equipment from NDF, partnering agencies and private contractors, as well as utilization of appropriate techniques and perform tasks in accordance with local community wildfire protection plans, International Wildland Urban Interface Codes, restoration and rehabilitation plans, and all state and federal laws, regulations, policies and procedures.

This position ensures successful implementation and coordination by staff of the following statewide programs:

[Conservation Education](#)

Conservation Planning and [Forest Stewardship](#)

[Critically Endangered Plant Regulation](#)

[Hazardous Fuel Reduction](#)

[Forest Practices Regulation](#)

Land Protection including [Community Forest and Open Space](#), and [Forest Legacy](#)

[Nevada Network of Fire Adapted Communities](#)

Plant Materials including [Nurseries](#), [Seedbank](#), and [Biomass Utilization](#)

[Prescribed Fire Application](#)

[Protection of Timberland, Trees and Flora](#) including [Permitting and Tagging](#)

[Urban and Community Forestry](#)

[Wildfire Rehabilitation and Restoration](#)

As a leader that supports landscape scale ecosystem restoration and management, wildfire risk mitigation, and fire adapted community development, this position:

- **ENSURES** that the collaborative implementation of natural resource programs across the state are occurring in concert with or aided by all resource program staff and staff of other programs at NDF.

- **DEVELOPS** plans, policies, practices, budgets, goals and objectives to support natural resource programming
- **FOSTERS** the creations and unction of high-performance teams at the Division.
- **CREATES** processes, tools and mechanisms that support effective communication of agency safety and training needs and opportunities.
- **CONDUCTS** routine inventories, assessments, and inspections to determine compliance and corrective actions across the Division to maintain effective natural resource programming.
- **SUPPORTS** natural resource conservation and vegetation management project implementation with priorities, necessary staff engagement, budgets, equipment acquisition, establishment of statewide or interagency agreements, and other necessities.
- **REVIEWS** the plans, permits, and reports written by internal staff of other land management and development organizations to ensure that the regulations of the State of Nevada are not violated and provides feedback to ensure project proponents are aware of best management practices, regulations, and agency goals.
- **PROMOTES** agency function through staff connective, community service, and agency investments toward the management of forests, rangelands and watersheds that provide environmental, economic and social welfare benefits.
- **SHARES** the program operations, needs and opportunities with all staff in the agency and cooperators to leverage their involvement, buy-in, knowledge, experience and contributions, ensuring a team approach to natural resource conservation and management in Nevada.
- **SUPPORTS** agency-wide and cooperator efforts to collaboratively achieve landscape scale, multijurisdictional land and vegetation management projects, while creating resilient landscapes that sustain necessary water supplies, local economies, human health, and wildlife habitat.
- **EDUCATES** staff, industry, and agencies about land and vegetation management programs and scientific principles that create resilient ecosystems and environments that are safe to live within.
- **CARES** for self, peers, agency and cooperators through practicing professional behavior, maintaining technical currency, and adhering to the Division’s Core Principles and Values of Duty, Respect and Integrity through all actions and decisions.

POSITION SPECIFICS

While providing agencywide natural resource leadership, expertise and participating in the agency leadership team, this position is primarily responsible for:

Leadership and Sustainability

NDF strives to be forward thinking when planning for sustainability and resiliency. The position works to ensure timely progress toward achieving the agency mission, objectives and strategic actions, including funding stability and adaptability. This position is also an active partner in activities or efforts of cooperator and stakeholder organizations and operates with limited supervision.

This position is expected to:

- Perform effective leadership for the agency leadership team, committees, boards, and other teams and activities to ensure that the resource program is well supported by other NDF programs.
- Sets clear expectations for staff and programs, evaluates performance, and assigns corrective actions when needed.
- Creates connection among staff members and program areas that bolster production and build functional relationships between staff.

- Act as a project or initiative leader, contact and liaison for the agency, as assigned, to encourage information exchange while strengthening collaborative partnerships.
- Provide agency initiative planning and implementation direction to establish priorities, focus resources, and create sustainable and effective project implementation.
- Engage in programmatic and agency strategic planning to develop an annual plan of work that outlines priority projects and expectations.
- Participate as a partner and/or leader on interagency collaborative efforts focused on healthy, resilient landscapes in Nevada.
- Ensure that staff are effectively multi-tasking and prioritizing efforts and duties appropriately to complete assigned work within allotted time frames for all program areas and regions.
- Prioritize work tasks, maintain a list of priorities, communicate them regularly to supervisor and hold self accountable for completion commitments.

Administration of Statewide Functional Areas

The Program Manager oversees the safety and training functional areas. A priority for the Program Manager is to ensure financial sustainability for these program areas. The Program Manager works both independently and collaboratively to seek and apply for appropriate funding opportunities to support the activities carried out under the program areas.

The Program Manager will:

- Review, track, evaluate, and report on program operations and accomplishments through established performance metrics.
- Develop, monitor, and report on an annual budget that identifies anticipated expenditures and sources of revenue to support personnel, priority initiatives, and projects.
- Accurately manage the program budget, funding allowances and expenditure timeline information for state general fund, diverse grant, and other funding sources.
- Provide budgetary information and funding recommendations to the NDF Fiscal Section, other operational program areas and any collaborative stakeholder groups.
- Utilize established tracking and reporting mechanisms for all program funds with the assistance of NDF fiscal and Data Management staff.
- Draft and seek appropriate approval for planning, personnel, and other related purchases, contracts or memorandums of understanding.
- Understand and implement State purchasing policies and procedures including determination of needs, selection of items, and stores management.
- Extend contracts and sub-grants to qualifying cooperators to assist them in achieving mutually desired goals and objectives.
- Participate in annual readiness reviews for facilities, equipment and staff to ensure adequate knowledge, field gear, personal protective equipment (PPE), etc.
- Implement Red Card Committee (RCC) roles and responsibilities in relation to budget, training prioritization, Incident Management Team applications, and qualification processes.
- Supports the emergency response mission as a State Duty Officer, and may be called to assist with wildland fire suppression and other emergencies as qualified.

Grant, Agreement and Financial Management

All vegetation management projects implemented by NDF are paid for by specific grant, contract or general funding sources that require project budgets to be created and managed for each project. This

position oversees grant coordinators whom work both independently and collaboratively to seek and apply for appropriate funding opportunities to support the activities carried out under the agency and Program area missions.

This position will:

- Perform the role of Endangered Plant Coordinator for NDF per NRS/NAC 527, and Section 6 of the Endangered Species Act.
- Oversee the coordination of partnerships established through the Shared Stewardship Agreement and NV Energy/Senate Bill 508 (2019)
- Review and ensure that grant applications contain well written approaches, strategies, goal and objectives and seek review and feedback for their improvement and overall competitiveness for award.
- Develop project-specific budgets that identify anticipated expenditures and sources of revenue to support personnel, supplies, contractors, equipment rental and other project-related costs.
- Accurately manage the project budgets, funding allowances and expenditure timeline information for diverse grant and other funding sources.
- Provide budgetary information and funding recommendations to the NDF Fiscal Section and any collaborative stakeholder groups.
- Actively pursue and manage federal, state and local grant opportunities, often in collaboration with interagency partners.
- Effectively coordinate efforts with NDF Fiscal Staff.
- Utilize established tracking and reporting mechanisms for all project funds used by the funders with the assistance of NDF fiscal staff.
- Pursue and manage fundraising and sponsorship opportunities.
- Draft and seek appropriate approval for planning, personnel, and other related contracts, subgrants or other agreements.
- Extend contracts and sub-grants to qualifying cooperators to assist them in achieving mutually desired goals and objectives.

Reviewing Project Proposals and Permitting Regulated Activities

The Division is charged with regulating and permitting activities relating to forest practices, logging, forest pests and other activities that impact protected species such as Christmas trees, Cacti, Yucca and State Critically Endangered Species. The Division also seeks to be proactive in engaging internal and external project proponents and other protected resource regulators so that projects are designed to avoid impacts unnecessarily and permitted to do so where necessary.

This position may be expected to:

- Draft and submit comments for project and grant proposals or permits when appropriate or requested for activities that impact NDF's natural resources mission.
- Advise the public and internal staff of State Law requirements relative to Christmas trees, Cacti, and Yucca.
- Review and approve timber harvest plans, issue cutting permits for timber harvest, conduct pre/post/ongoing harvest inspections and coordinate variances.
- Review, approve, and issue Timberland Conversion Certificates, Timber Harvest Plans and Critically Endangered Plant permits.
- Establish and collect performance bonds to assure contractor performance and resource protection.

- Inspect all assigned permitted activities for compliance with approved plans.
- Evaluate reports of wildfire damage and fire suppression damage to natural resources and manage staff response to emergency stabilization on lands within NDF jurisdiction.

Communication, Training and Outreach

Activities include organizing and conducting workshops, webinars, and other forms of education and training. The Division also prioritizes education and training of its own staff to empower them to make prudent decisions and take actions that further the agency's mission with or without formal education backgrounds. Educating staff, public, and cooperators broadens the understanding of the inherent values, risks, and benefits of ecosystem management to the people living, working and recreating in Nevada. Continuous exposure through distributed materials and learning events engrains the value of ecosystems and their management into the local culture and empowers cooperating agencies, residents, and local organizations to implement conservation and restoration practices to ensure that forests, rangelands and watersheds remain resilient in the face of drought, insects, disease, wildfire and other challenges.

This position may be expected to:

- Understand and effectively communicate tasks, purposes, and desired end-states.
- Develop and distribute advisories, bulletins, and reports that pertain to natural resource conditions and working environments.
- Ensures timely and accurate accident investigations.
- Provide coordination with the NDF Public Relations staff for education and outreach efforts where needed.
- Conduct or participate in surveys, needs analyses, and organizational assessments, and perform results interpretation.
- Understand and effectively communicate natural resource management and wildfire fuel management related issues to cooperators, delivering a consistent, specific message about costs and benefits of ecosystem management actions across all public education and press forums.
- Promote excitement about restoring forests, rangelands and watersheds through public education campaigns.
- Understand and effectively speak to issues involved with vegetation, soil, water, and wildfire fuel management.
- Outreach to minority populations, identify and involve non-traditional and under-represented groups in land management.
- Promote the various NDF programs through public appearances, newspaper and magazine articles, displays at public events.
- Participate in the development of program outreach materials as needed.
- Participate in calls, webinars and in-person meetings to facilitate connections and shared learning.
- Work with staff to ensure logistics for events are in place.
- Provide coordination with the NDF and partner Public Relations staff for education and outreach efforts where needed.

Personal and Peer Care, Development and Technical Currency

All employees at the Division are expected to develop themselves over time to become proficient in their field and to contribute and support other portions of the program areas that contribute to mission attainment. Required trainings are necessary for portions of this and elective trainings, workshops and experiences are encouraged to ensure that employees become well rounded.

This position is expected to:

- Maintain mental and physical health that provides for alertness, awareness, positivity, and stamina required to perform daily duties.
- Complete required personnel training for employees.
- Participate in resource management training and national, local and regional conferences and workshops, grants management training for professional growth.
- Provide mentoring, detailing, internships and cross-training opportunities for other employees and cooperators.
- Maintain an organized, safe and clean workstation and equipment.
- Wear all required safety personal protective clothing and equipment in the performance of daily work assignments or during emergency incidents.
- Conduct self professionally and honor the agency and partners through commitment to assigned duties, honor peers and partners through respectful interactions with them and honor self through maintaining integrity in all actions and decisions.

PERSONNEL MANAGEMENT

The Program Manager supervises three Regional Resource Management Officers and two Conservation Staff Specialists whom, with this position, form the Resource Leadership Team. This team assists with program implementation and coordination. The Program Manager is responsible for hiring and managing these employees as necessary and funded, including, creating position descriptions, work performance standards, as well as resolving human resource issues and matters for subordinate staff.

- Provides general long-range targets/activities of subordinate program staff in conjunction with other program areas.
- Promotes employee professional development and growth.
- Fosters a team environment by encouraging all NDF staff to contribute to well-trained, healthy, safe, and productive work culture.
- Seeks and maintains responsibility for the performance of their own initiatives and those they oversee that are managed by their subordinates.
- Assists with the development of each employee's Annual Work Plan and Training Plans.
- Evaluates, recognizes, and takes corrective actions with employees as required by state personnel policy.
- Conducts annual self-evaluations with assistance from field, regional and state office NDF staff and cooperators.
- Manages the processes of position creation, transfer, promotion, hiring, interviewing, and relief of duty.
- Reviews and approves timesheets, performs evaluations, establishes work performance standards, applies effective coaching, mentoring and disciplinary actions.

DESIRED ATTRIBUTES

- Dedication and commitment to the mission and vision of the Programs and Division.
- Track record of applying daily duty, respect, and integrity.
- Independent, self-motivated, creative professional.
- Fosters interpersonal relationships, careful in partnership building and follow-through.
- Ability to facilitate productive group deliberations concluding in supported decisions.
- Oral and written communication skills.
- Facilitation and leadership skills.

- Public speaking and professional presentation skills.
- Team player with the ability to collect many different types of input and move forward in positive, productive ways.
- Ability to simultaneously manage multiple projects with varying levels of complexity.
- Ability to make sound decisions when considering a multitude of complexities.
- Close attention to detail and organization.
- Willingness to work some evenings, weekends and holidays and travel at least one week per month.
- Organized, capable of prioritizing, and a problem solver.

DESIRED EXPERIENCE

- Natural resource conservation or management procedures, practices, and policy development and/or application.
- Program management and oversight.
- Strategic planning, policy and procedure development.
- Budget development, management and reporting.
- Interagency or multiple partner coordination.
- Supervision and leadership.
- Grant or financial management and reporting.
- Proven coalition building around agency issues.
- Understanding of best management practices for vegetation management and fire risk reduction.
- Strong proficiency in Microsoft Excel, Word & PowerPoint.
- Tracking, analysis, and planning software applications.

SUGGESTED QUALIFICATIONS

All suggested qualifications roughly comparable to the [Forestry Program Manager – Resource Management Class Specification](#) maintained by the State of Nevada, Department of Administration, Division of Human Resource Management.

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in forestry, natural resources management or closely related field and four years of professional experience in natural resource management, two years which included supervisory experience; OR graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; OR one year of experience as a Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; OR two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirement)

SPECIAL REQUIREMENTS: * A valid driver’s license is required at the time of appointment and as a condition of continuing employment. *

COMPENSATION

The funding sources for the salary are from the State of Nevada general fund. The position will be established with a salary equivalent to a state grade 39, and step 1 through 10 (\$29.22 to \$43.75) per hour), depending on experience and qualifications.

The position is expected to work 40hrs/week at the established office location and other field locations requiring assistance. Policies and procedures are established in the following:

- Nevada State Employee Handbook
- Nevada Division of Forestry - Division Administrative Manual
- State Administrative Manual

ENVIRONMENTAL AND PHYSICAL FACTORS:

Work is performed in an office, vehicle and /or outdoor setting in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, or hear for extended periods of time.

ADDITIONAL INFORMATION

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status.

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<https://careers.nv.gov/job/CARSON-CITY-FORESTRY-PROGRAM-MANAGER-RESOURCE-MANAGEMENT-NEVA-89701/785471400/>