



FORESTER III—RESOURCE MANAGEMENT OFFICER

GENERAL INFORMATION

Position Title: Forester III-Resource Management Officer, Full-Time

Location: Southern Region Headquarters – Clark, Esmeralda, Lincoln, and Nye Counties

Supervised by: Nevada Division of Forestry – Resource Program Manager

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 Officer – Forester III Natural Resource to oversee natural resource program implementation across the southern region. Natural resource programming focuses on implementing vegetation and fuel management projects that coincide with the priorities, goals and objectives. Staff will work together to coordinate, plan, implement and track accomplishments to reduce the risk of catastrophic loss to communities, infrastructure, and ecosystems in moderate to high wildfire risk priority areas. This position will coordinate the implementation of wildfire hazard mitigation, prevention, and restoration through contracting hand crews and equipment from NDF, partnering agencies and private contractors to manage the surface vegetation utilizing appropriate techniques and 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.

Forester III's at NDF generally support the regional field application 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 regional collaborative focal point to support the development of landscape scale ecosystem restoration and management, wildfire risk mitigation, and fire adapted community development, this position:

- **SUPERVISES, OVERSEES** and **COORDINATES** the collaborative implementation of natural resource programs across the region in concert with or aided by all resource program staff and staff of other programs at NDF.

- **PLANS, MANAGES, and IMPLEMENTS** land and vegetation management projects with consent from willing landowners to ensure that their goals and objectives for their land and natural resources are met by the plan and implemented tactics.
- **REVIEWS** the plans 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 regulations and their impacts as well as best management practices.
- **PERMITS** regulated activities that require state authorization under statutes, regulations, policies and procedures of the State of Nevada and its agencies.
- **PROMOTES** community and agency investments toward the management of forests, rangelands and watersheds that provide environmental, economic and social welfare benefits.
- **SHARES** funding opportunities to assist cooperators and partners in implementing projects that help them create management, restoration, and wildfire risk reduction.
- **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** homeowners, industry, agencies and communities about land and vegetation management practices 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 regional expertise and participating in the statewide natural resource leadership team, this position is primarily responsible for:

Leadership/Sustainability/Partnerships

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. 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 regional leadership team and participation when participating in leadership team activities to ensure that the resource program is well supported by other NDF programs in the region.
- Act as a project or initiative leader, contact and liaison in their region, as assigned, to encourage information exchange while strengthening collaborative partnerships.
- Provide project planning and oversight to establish priorities, focus resources, and create sustainable and effective project implementation.
- Collaborate with local, regional and statewide cooperators to develop an annual plan of work that outlines priority projects and their outcome expectations.
- Participate as a partner on interagency collaborative efforts focused on healthy, resilient landscapes in Nevada.
- Multi-task and prioritize tasks and duties appropriately to complete assigned work within allotted time frames for all assigned program coordination areas, with limited supervision.

- Prioritize work tasks, maintain a list of priorities, communicate them regularly to supervisor and hold self accountable for completion commitments.

Project Planning, Management, and Implementation

The Division encourages ecosystem restoration as well as community and infrastructure protection through cooperative planning, effective project management, and best management practice implementation for meeting conservation and risk reduction goals and priorities. Best management practices implemented often require the use of specialized equipment, contractors, crews and supplies. A host of agency partners offer cost-share grant funding assistance to cooperators, private landowners, and managers for implementing these projects. This position will seek to connect those cooperators who are actively engaged in the locally led collaborative conservation, Shared Stewardship, and other priority landscapes and restoration projects to available funding sources, equipment and other resources necessary for implementation.

This position is expected to:

- Ensure that conservation plans, timelines and budgets are created and approved for every project that incorporate best management practices and landowner goals and objectives.
- Facilitate a forum or exchange where funders can interface with those in need of financial assistance to implement best management practices.
- Acquire resources necessary for best practice implementation.
- Monitor implementation of practices to ensure that technical specifications and prescriptions are met on projects.
- Monitor project timelines and budgets to ensure fiscal solvency, budget compliance, and deadline adherence.
- Provide feedback through agency evaluations of implementing crews and contractors to ensure that they are recognized for successes and deficiencies are identified and corrected.
- Track, document, and report the status, needs, and accomplishments of all assigned projects.

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 works 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:

- Composed grant applications that 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.
- Perform or contract protected resource field surveys for endangered species and cultural resources.
- 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.
- Survey and investigate geographic area to determine the presence of forest pests, monitor known insect and disease populations, and report to forest health specialist.
- Evaluate wildfire damage and fire suppression damage to natural resources after each incident in the assigned geographic area and develop recommendations for emergency stabilization on lands within NDF jurisdiction.

Education, Training and Outreach

A primary goal of the Division's Conservation Education Program is to educate the youth and adults in scientifically based natural resource management. 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:

- Provide coordination with the NDF Public Relations staff for education and outreach efforts where needed.
- 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.

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:

- Complete required personnel training for employees.
- Maintain professional certifications and memberships, and participate in resource management training, Nevada Pest Control Government License, International Society of Arboriculture and other 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.
- Wear all required safety personal protective clothing and equipment in the performance of daily work assignments or during emergency incidents,
- Maintain an organized, safe and clean workstation and equipment.
- 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

This position does not currently supervise any staff although supervision of project implementation will be required.

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.
- Physically able to hike, walk and otherwise navigate steep terrain for moderate distances with field equipment to access projects sites.
- Able to operate 4x4 vehicles on rough terrain.

DESIRED EXPERIENCE

- Project management and oversight.
- Budget management and reporting.
- Interagency or multiple partner project coordination.
- Understanding of best management practices for vegetation management and fire risk reduction.
- Strong proficiency in Microsoft Excel, Word & PowerPoint.
- Map-based tracking, analysis, and planning software applications.

SUGGESTED QUALIFICATIONS

All suggested qualifications roughly comparable to the [Forester III 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 or closely related natural resources field and two years of journey level professional natural resource experience in areas such as forest health, forest insect and disease identification and treatment, and vegetation management at a level comparable to Forester II or Nursery Specialist II; OR two years of experience as a Forester II in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements)

SPECIAL REQUIREMENTS: * A valid driver's license is required at the time of appointment and as a condition of continuing employment. * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment. * Applicants may be required to undergo a background investigation prior to being considered for employment. * Applicants may be required to undergo a pre-employment screening for controlled substances.

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 35, and step 1 through 10 (\$24.56 to \$36.48 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, and

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.