



# BIOMASS UTILIZATION AND FOREST PRODUCTS COORDINATOR

## GENERAL INFORMATION

**Position Title:** Biomass Utilization and Forest Products Coordinator, Full-Time

**Location:** Carson City, Nevada

**Takes Guidance from:** Regional US Forest Service Biomass Utilization Coordinator

**Supervised by:** Nevada Division of Forestry (NDF) – Stewardship Coordinator

The NDF Biomass Utilization and Forest Products program areas (<http://forestry.nv.gov/forestry-resources/biomass-program/>) are statewide and focus on the utilization of biomass materials that are byproducts of ecosystem management practices. As a collaborative focal point to support the development landscape scale ecosystem restoration and management, the program:

- **EDUCATES** homeowners, industry, agencies and communities about practices and procedures used to make use and facilitate the removal, collection, transport and utilization of woody biomass that is produced during forest and other ecosystem restoration and fuel reduction projects.
- **PROMOTES** community and agency investments in creating and sustaining processes and products that ensure that woody biomass is not wasted and its use contributes to 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 better develop alternative biomass utilization practices and processes that enhance economic value of wood by-products, decrease greenhouse gas emissions, and reduce wildfire risks.
- **SUPPORTS** cooperator efforts to collaboratively achieve common biomass utilization objectives. Supports the acquisition, use and maintenance of equipment that facilitates field operations related to biomass management.

**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:** To protect and enhance Nevada's ecosystems and communities through natural resource stewardship and wildfire management.

The Biomass Utilization and Forest Products program areas work collaboratively with a diverse range of partners including, but not limited to the U.S. Forest Service, incorporated municipalities, Counties, unincorporated towns, Conservation Districts, Biomass Working Groups, non-profit organizations, Universities, Colleges, Nevada Department of Wildlife, Bureau of Land Management, US Fish and Wildlife Service.

## POSITION DESCRIPTION

The Biomass Utilization Coordinator is responsible for providing the leadership and oversight necessary to:

- Administer the Programs by establishing goals, objectives, and actions that are **support the establishment of biomass utilization program areas** that sustain conservation and restoration of forests, rangelands and watersheds across Nevada.
- Support the development of **biomass assessments**, as well as **strategic plans that enhance and focus efforts** to accomplish enhanced and increasing amounts of ecosystem management.

- Promote the **creation of public-private partnerships, industry development and the application of best management practices** to increase ecosystem sustainability, ecosystem services rendered, and human health.
- Create, explore, and maintain opportunities to and operations that **apply best management practices** that enhance biomass use **through equipment, technology and other required resources**.

The Coordinator provides programmatic development, establishment and operations following the recommendations of local, regional and statewide cooperators and stakeholders, with the supervisory, legal, logistical, and fiscal oversight from NDF Staff. Guidance and mentorship to partner agencies, organizations, contractors, and other cooperators will be an operational duty of the position, which may be delegated to future subordinates within the program if it grows beyond the current size. In addition, the Coordinator acts as a regional liaison between federal, state, county and local representatives to encourage information exchange while strengthening collaborative partnerships between agencies and communities as well as facilitate implementation of ecosystem management.

NDF staff will be providing some clerical and administrative assistance to this position as well as significant fiscal and contracting support. Field-based operational staff will also assist with technical outreach, equipment tracking, and reporting.

## POSITION SPECIFICS

While providing organizational oversight, the Coordinator is primarily responsible for:

### **Grant, Agreement and Financial Management**

*Since the Biomass Utilization Program is currently Enterprise budget and grant funded, a priority for the Coordinator is to ensure financial sustainability for the Program. The Coordinator 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.*

The Coordinator will:

- Develop an annual budget that identifies anticipated expenditures and sources of revenue to support personnel, priority programs, and projects.
- Accurately manage the Program budget, 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 times in collaboration with interagency partners.
- Effectively coordinate efforts with NDF Fiscal Staff.
- Utilize established tracking and reporting mechanisms for all program 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 or memorandums of understanding.
- Extend contracts and sub-grants to qualifying cooperators to assist them in achieving mutually desired goals and objectives.

### **Organizational Leadership/Sustainability/Partnerships**

*The Biomass Utilization Program area strives to be forward thinking when planning for the future sustainability and resiliency. The position works to ensure timely progress toward achieving mission imperatives and funding stability. The Coordinator is also an active partner in activities or efforts of cooperator and stakeholder organizations.*

The Coordinator is expected to:

- Act as a statewide leader, contact and liaison to encourage information exchange while strengthening collaborative partnerships.
- Provide strategic planning and oversight for to establish priorities, focus resources, and create sustainable effective programs.
- Facilitate updates to the Programs and NDF strategic planning documents, desk manual and community program guide.
- Collaborate with local, regional and statewide cooperators to develop an annual plan of work that outlines priority programs' goals and objectives as well as establishes outcome expectations.
- Participate as a partner on the with Nevada Shared Stewardship, Nevada Forest Action Plan, and other interagency collaborative efforts focused on healthy, resilient landscapes in Nevada.
- Track and document the status, needs, and accomplishments of all biomass working groups in Nevada.

### **Biomass Utilization Education and Outreach**

*The Program promotes biomass utilization management education statewide in an effort to broaden understanding of the inherent values, risks, and benefits of ecosystem management to the people living, working and recreating in Nevada. Continuous exposure to biomass utilization education 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.*

The Coordinator is expected to:

- Provide coordination with the NDF Public Education and Information staff for education and outreach efforts where needed.
- Understand and effectively communicate Biomass 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 utilizing woody biomass.
- Outreach to minority populations, identify and involve non-traditional and under-represented groups in land management.
- Promote the biomass utilization programs through public appearances, newspaper and magazine articles, displays at public events.
- Develop or provide for the development of biomass utilization program materials as needed.
- Develop or update product, process and program function materials in printed, audio or visual formats.
- Conduct and facilitate calls, webinars and in-person meetings to facilitate connections and shared learning.

- Work with educational and professional society staff in the design of workshops and learning events for cooperators. Promote attendance at these events throughout the State.
- Work with staff to ensure logistics for events are in place.
- Host workshops and events, including their facilitation.
- Document and share results of events as appropriate with the assistance of NDF and partnering organization staff.

### **Biomass Utilization Planning**

*Biomass Utilization Planning efforts provide an integral base for helping to educate residents, promote best management practices, prioritize areas for action and encourage multi-level collaboration. The Programs strive to support and encourage planning efforts and resulting recommendations to be used as guidelines for implementation efforts. The Coordinator can contract out, participates in and facilitates the development of Biomass Utilization Plans.*

As such, the Coordinator is expected to:

- Provide strategic guidance and oversight for planning efforts.
- Secure future planning contracts/ agreements with the assistance of the NDF contracting officer.
- When necessary, assist regional field staff with the facilitation, drafting and development of planning efforts.
- Provide or coordinate technical assistance to landowners and managers on biomass utilization program development, management and implementation through on-site consultations.

### **Biomass Utilization Best Management Practices, Equipment and Projects**

*The Coordinator encourages ecosystem restoration through best management practices that include biomass utilization where appropriate and beneficial for meeting conservation goals and priorities. Best management practices are implemented in conjunction with the use of management and utilization of biomass, which requires the use of specialized equipment. A host of agency partners offer cost-share grant funding assistance to cooperators, private landowners, and managers for implementing these projects. The Coordinator 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 and the equipment necessary.*

The Coordinator is expected to:

- Ensure that a forum or exchange exists and is maintained where funders can interface with those in need of financial assistance.
- Develop and coordinate tracking and reporting mechanisms for diverse grant sources that can map and document the planned and implemented projects.
- Provide guidance and assistance to NDF regional field staff to ensure success of all biomass utilization services, planning efforts, and technical assists.
- Ensure the NDF regional field staff are trained and capable of assisting cooperators with grant applications as requested.
- Lead and manage the acquisition, budgeting, maintenance programs, use rates, and leasing programs necessary to ensure equipment is available and viable for best practice implementation.
- Provide strategic planning, oversight, and budget tracking to gain financial support for statewide high priority field projects.

## Research

*The Program should be partnered with a team of science, social, industry, economic development, and land management researchers. Collectively, this partnership examines roles and opportunities to employ the biomass utilization services that NDF and other cooperators can provide to enhance forest, range and watershed health, sustainability, and how certain behaviors or experiences influence communities to participate in the NDF service-oriented activities.*

- Actively promote and participate in researcher-practitioner collaboration.
- Provide general input to partnering research entities for advancement of knowledge and action at all levels of the organization and program activities.

## 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 also be able to minimally 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.*

- Complete required personnel training for State employees.
- Maintain professional certifications and memberships, and participate in resource management training, International Society of Arboriculture and other National, local and regional plant materials and biomass utilization conferences and workshops, grants management training for personal 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.

## PERSONNEL MANAGEMENT

*The Coordinator does not currently supervise any staff. If available funding is procured and there is a need for supporting staff to assist the coordinator in operating the program, then the Coordinator may seek approval to establish supporting staff positions. In the event these positions are approved, the Coordinator would be responsible for hiring and managing employees as necessary and funded, including, creating position descriptions, and work performance standards as well as acting as a representative to the NDF human resources personnel to resolve human resource issues and matters.*

- Provides general long-range targets/activities of dedicated Biomass Utilization program staff.
- Promotes employee professional development and growth.
- Fosters a team environment by encouraging all NDF staff to contribute to the development of the Programs.
- Assists with the development of each employee's Annual Work Plan.
- Evaluates employees as required by state personnel policy dictates.
- Conducts annual self-evaluations with dedicated program and NDF regional field staff.

## DESIRED ATTRIBUTES

- Dedication and commitment to the mission and vision of the Programs and Division.
- Leader with a 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.
- Excellent oral and written communication skills.

- Strong 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

- Program management and oversight.
- Strategic planning, policy and procedure development.
- Supervisory experience.
- Volunteer development and coordination.
- Grant or financial management and reporting.
- Proven coalition building around community issues.
- Understanding of biomass utilization issues and management practices.
- Strong proficiency in Microsoft Excel, Word & PowerPoint.
- Map-based tracking, analysis, and planning.

## REQUIRED QUALIFICATIONS

All qualifications are set forth by the State of Nevada, Department of Administration, Division of Human Resource Management per the established Class Specification for the Conservation Staff Specialist II position ([1.810 Class Specification \(nv.gov\)](https://www.nv.gov/1810-Class-Specification)).

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management, fire management or related field and three years of journey level professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

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

## COMPENSATION

The Coordinator's salary and benefits are established by the State of Nevada. The funding sources for the salary are currently grant funding with more than two years available. State funding will be pursued in the future. The position will be established at a grade 36, and steps 1 through 10. The agency may apply for an advance in steps upon hire, depending on the qualifications of the candidate, though advancement is not guaranteed. This position is a benefited employment opportunity. Benefits include health insurance, retirement, mileage, cell phone stipend, paid time off and paid holidays.

The position is expected to work 40hrs/ week from our Carson-based 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

Employee will be eligible for full benefits immediately upon hire, though leave cannot be taken within the first six months of employment, sick time can be used as accrued and a 1-year probationary period is mandatory. The position will report to, and be supervised by, the Stewardship Program Coordinator at NDF.

### 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

Successful applicants must have a valid Nevada driver's license.

*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.*