



Colorado State University
Fort Collins, Colorado 80523-5060
(970) 491-6303
FAX: (970) 491-7736

POSITION DESCRIPTION

File Reference: 2020-8

Position Title: Urban and Community Forestry Manager

Location: State Office, Fort Collins or Broomfield, Colorado

Salary: \$62,000 - \$65,000 commensurate with experience

Employment Status: This full-time, regular appointment will be a Colorado State University Administrative Professional employee.

Job Summary

The Urban and Community Forestry Manager is responsible for the oversight and administration of Colorado State Forest Service (CSFS) programs that support urban and community forestry on municipal and private lands in Colorado. This position reports directly to the Associate Director of Communications and Communities.

Purpose of the Department / Work Unit

The Colorado State Forest Service provides technical forestry assistance, wildfire mitigation expertise, and outreach and education to help landowners and communities achieve their forest management goals. The Communications and Communities Division of the CSFS works collaboratively with other CSFS staff and partner agencies to provide outreach and education to the landowners and citizens of Colorado and supports and enhances the outreach efforts of CSFS forestry professionals throughout the state. The division also implements and provides oversight of urban and community forestry programs that directly contribute to the agency's mission of "the stewardship of Colorado's diverse forest environments for the benefit of present and future generations."

Description of the Department / Work Unit

As a member of the CSFS Communications and Communities Division, this position works collaboratively with staff across the agency to provide urban forestry assistance and support to citizens, communities, municipalities, federal partners and organizations across Colorado.

Decision Making

The Urban and Community Forestry Manager is responsible for all day-to-day decisions regarding the programmatic oversight of the planning and execution of urban and community forestry programs for the CSFS. Higher level policy decisions may need to be elevated to the Associate Director and State Forester for resolution.

Position Supervises

This position supervises permanent and hourly employees.

General Position Description and Duties

The Urban and Community Forestry Manager is responsible for program administration, professional forestry functions and technical expertise to support field staff in providing urban and community programs to the citizens of Colorado. Specific programs under the direction of this position include the Colorado Tree Coalition, Restoring Colorado's Forests, Front Range Urban Forestry Council and Arbor Day Foundation programs (e.g., Tree City USA, Tree Campus USA, etc.). This position maintains key working relationships with federal, state, college and municipal partners. Some examples are the United States Forest Service, CSU departments like the Warner College of Natural Resources, CSU Extension, Colorado Parks & Wildlife and the International Society of Arboriculture. The Urban and Community Forestry Manager represents the CSFS on regional and national community forestry forums and councils.

This position requires proficiency and skills in program management including but not limited to: recording accomplishments, completing required reports, meeting deadlines, handling budgets, supervising staff and supporting field operations. The Urban and Community Forestry Manager must be proactive in his/her program development, assist other staff in program accomplishment, forecast program needs, be aware of significant changes, practices, science, etc. in related areas, and effectively share new knowledge and information with internal staff, external partners and cooperators. He/she will serve as a CSFS representative and advocate for forest management and change consistent with the agency's mission and strategic priorities.

Daily activities of this position include writing and administering grants and contracts, administering budgets, assisting field staff with program implementation and coordination, maintaining relationships with key partners, conducting trainings and workshops, supervising employees and assisting the Associate Director of Communications and Communities with other special projects as they arise.

The Urban and Community Forestry Manager is a member of the CSFS Management Team. The Management Team coordinates work across all program areas for efficiency, effectiveness, fiscal responsibility and cohesiveness of program delivery and outcomes. The Management Team's role is to allocate and manage resources to ensure agency goals and objectives are achieved on time and within budget, address operational and program issues, and ensure that policies and practices are implemented consistently. The Management Team carries out agency priorities established by the Leadership Team.

Applicants are expected to possess demonstrated knowledge of and relevant ability with culturally diverse communities among potential target and constituent populations.

Conditions of Employment:

- Pre-employment Criminal Background Check (required for new hires)
- Occasional irregular work hours and evening and weekend service, with occasional overnight travel
- Field and office work, both independently and as part of a larger multi-functional division

Required Job Qualifications:

- A bachelor's degree or higher in forestry, natural resources or a related field
- Five years of professional forestry experience, with specific experience in urban and community forestry
- Successful applicants must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

Preferred Job Qualifications:

- Demonstrated ability to work cooperatively and effectively in teams
- Ability to work collaboratively and advance outcomes with internal staff and external partners and cooperators
- Supervisory experience, with a demonstrated ability to develop and train staff in appropriate areas, communicating, delegating, evaluating performance, managing conflicts and negotiating when needed
- Ability to work with diverse audiences while respecting different viewpoints
- Demonstrated ability in documenting accomplishments, record-keeping, managing budgets, and ranking, reviewing and managing forestry-related grant programs
- Experience writing, reviewing and implementing tree management plans
- Experience in preparing and administering contracts and agreements for forest management work
- Experience in organizing, developing and delivering public presentations, workshops, events and publications, plus other informational and educational activities
- International Society of Arboriculture Certified Arborist credential
- Commitment to safety, quality and excellent customer service ethic and professionalism
- Excellent verbal and written communication and interpersonal skills
- Basic knowledge of western United States forestry
- Proficient with Microsoft Office software products and apps

Essential Responsibilities and Duties:

Program planning and administration (50%)

- Create and implement long-range plans to ensure completion of the annual program of work for CSFS urban and community forestry programs
- Coordinate closely with local, state and federal partners in the administration of assigned programs
- Plan and monitor annual budgets for assigned programs, including ongoing grants under the purview of this position
- Monitor target accomplishments and ensure accomplishment reports are completed
- Support staff assigned to the urban and community forestry program

Support to field areas (15%)

- Provide technical assistance to CSFS field staff in planning and implementing urban and community forestry program activities on municipal and private lands

Regional/National program leadership (10%)

- Participate on state, regional and national working groups related to urban and community forestry programs

Supervision of Staff (15%)

- This position supervises, evaluates, manages conflict and promotes professional development for all program personnel. Specific responsibilities include establishing and communicating guidelines and performance requirements to employees; conducting formal performance reviews; and identifying and providing training and/or professional development to employees as needed. Throughout the year, this position will conduct formal performance reviews and mentor staff to ensure appropriate professional skills are developed and maintained. The Urban and Community Forestry Manager must also ensure full compliance with safety and security policies.

CSFS Management Team (10%)

- The Urban and Community Forestry Manager serves as a member of the CSFS Management Team, guiding and coordinating work efforts across all program areas to ensure efficiency, effectiveness and cohesiveness of program delivery. This position works with the Management Team on problem solving, budgeting, operating procedures, work planning and other management issues, making recommendations for prioritizing and allocating resources. The Urban and Community Forestry Manager coordinates with and provides input to the CSFS Management Team on program policy and guidelines. Additionally, this position ensures that annual work planning and fiscal planning efforts between area staff and CSFS Management Team are completed.

Appointment and Benefit Information about Position: This is an Administrative Professional position at Colorado State University. Insurance benefits are provided, and administrative professionals may select from several options for medical, dental, life and personal disability insurance, as well as retirement plans. Full-time administrative

professionals earn a full 24 days of vacation and another 15 days of sick leave annually, and have access to additional benefits, such as free employee study privileges of up to 9 credits per year at Colorado State University, and/or a 50 percent reduction of tuition costs for Spouse/Partner and children. CSU does offer Domestic Partner benefits.

General Information about Fort Collins: The CSFS State Office, located in Fort Collins, Colo., offers award-winning schools, a globally focused university, thriving arts scenes and eclectic shops and restaurants. The city offers a plethora of outdoor activities at its 600 acres of parks, 40,000 acres of natural areas, 20 miles of off-street hike/bike trails, four golf courses, a racquet center, three swimming pools, an ice rink and a community center. Fort Collins also supports multiple transportation options, including 21 bus routes, more than 280 miles of bike lanes and 30 miles of paved trails for pedestrians and bicycles.

General Information about Broomfield: The CSFS Broomfield Office, located in Broomfield, Colo., offers easy access to both the Denver Metro area and the City of Boulder. The region is highlighted by thriving technical and development businesses, health centers and the communications industry. Easy access to recreational activities including hiking, mountain biking and fishing make Broomfield attractive to the outdoor enthusiast.

General Information about the Colorado State Forest Service: The Colorado State Forest Service is an agency of Colorado State University, Colorado's land grant institution of higher education, and is housed, organizationally, in the Warner College of Natural Resources. The CSFS has 17 field offices throughout the state, with a State Office located in Fort Collins on one of the foothills campuses of CSU.

Colorado's elevations range from 3,500 feet to over 14,000 feet. Colorado's ecosystems vary from short-grass prairie to alpine tundra, with many forest ecosystems between these treeless extremes. State forestry in Colorado covers a wide diversity of natural environments and urban communities. State forestry staff work with landowners, community representatives, youth, cooperators and other agencies and disciplines to establish, manage, protect and restore tree and forest resources. The CSFS utilizes an educational, incentives-based and customer service-oriented approach with landowners, cooperators and partners to implement CSFS programs.