

# OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

## FORESTER, L24C WORKING TITLE: DISTRICT FORESTER

NUMBER OF VACANCIES: One (1)  
POSITION NUMBER: 04000127  
ANNOUNCEMENT NUMBER: 14-04

**Level:** III  
**Salary Band:** K  
**Monthly Salary Range:** \$2,653.99 - \$3,538.65  
**Work Location:** Broken Bow, OK  
**Supervisor of Position:** Andy James, Forester V (Area Forester)  
**Posting Date and Time:** Thursday, January 16, 2014 at 8:00 a.m.  
**Application Deadline:** Open continuously until position is filled

“Position Profile” attached

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**Applicant Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Human Capital Management Division.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- ◇ A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address and a daytime telephone number where you may be reached)
- ◇ A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- ◇ A copy of their most recent Performance Management Process (PMP)
- ◇ Copy of college transcript
- ◇ A résumé (including three references)

**Application materials should be submitted to:** the Human Resources Office, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Andy James at (580) 584-3351

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

\*The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* An Equal Opportunity Employer and Provider \*\*\*\*\*

# **POSITION PROFILE**

**Forester III (District Forester), L24C**

**POSITION #04000127**

**Work Location: Broken Bow, OK**

## **General:**

This is the specialist level where employees are assigned responsibilities involving the planning, organization and development of all aspects of a specific program related to forest conservation and use or are assigned all aspects of the forestry program and delivery of services in an assigned district. Some positions will be responsible for conducting a forestry conservation and use program within an assigned district, and provide supervision to assigned foresters, protection personnel, technicians or other employees in the district, prepare plans for managing designated forest properties, conduct surveys, advise landowners on forestry conservation needs and techniques, coordinate district activities with local agencies and groups, and perform various administrative tasks as required, including budget preparation and administration. Some positions may be assigned responsibility for special forestry programs or projects, such as supervising and/or performing work in forest utilization and forest products marketing or urban forestry, and conducting surveys and evaluations of forest activities including harvesting, site preparation and planting, watershed surveys of silvicultural activities and their effect on water resources. In this role they will serve as a staff member in the Forestry Division with responsibility for developing assigned programs and provide functional or direct supervision and training to lower level foresters in conducting assigned programs. These positions are responsible for all phases of development and coordination of assigned programs in consultation with upper level foresters or Agricultural Services Administrators.

***Knowledge, Skills and Abilities*** at this level include knowledge of modern forestry methods and techniques; of soil conservation techniques and principles; of business mathematics and English; of timber management, inventories, cutting and regeneration methods, forest products, marketing and urban forestry; and of tree physiology. Ability is required to establish and maintain effective working relationships with others; to express ideas clearly and concisely, both orally and in writing; to speak effectively before groups; and to follow written and oral instructions. Knowledge is required of the methods, techniques, tools and equipment used for forest fire prevention and suppression; of report-writing and record-keeping; of tree identification; and of forestry programs, forest regeneration systems, and natural resources; knowledge of silvicultural requirements of forest species; of common plant pests and appropriate pest control measures; and of long-range planning. Ability is required to establish realistic direction for the District or the program assigned in consultation with higher-level foresters and administrators.

## **Examples of Specific Duties and Tasks:**

1. Provides professional forestry assistance to landowners by responding either verbally or in writing to requests for assistance within three working days. Completes Forest Stewardship Plans for interested landowners according to established guidelines.
2. Monitors to assure job assignments to District personnel are made weekly in order to accomplish 80-90% of the objectives outlined in the Area's Annual Work Plan.
3. Compile, complete, and submit administrative reports. For example:
  - a. Time Cards/Leave Slips to the Area Administrative Assistant
  - b. District Fleet Management Report submitted by the 5<sup>th</sup> of each month.
  - c. OFARS to Staff Forester by the 5<sup>th</sup> of each month.
  - d. District Fire Reports completed within two weeks of occurrence.

- e. Conduct District Equipment Reviews and Fire Readiness Checks
  - f. Conduct yearly District Inventory of accountable property.
4. Assures personnel comply with all policies, laws, rules and regulations of state employment. Provide leadership and take proper corrective action to enforce such compliance as necessary.
  5. Maintain an official record of all training you and your employees receive during the course of the year. Initiate and keep a record of task books for employees. All employees will meet NWCG standards for Firefighter II (FFT2) within one year of employment. Assist as needed in providing formal training as courses are scheduled.
  6. Assure an active, functional safety program in the District
  7. During periods of high fire danger, follows procedures outlined in the Fire Procedures Manual and assures adequate staffing of the Area's fire organization based on the Class Day. Serves in initial attack and support functions as outlined in the Fire Procedures Manual
  8. Performance Management Accountability:
    - a. Provides continuous feedback to employees using specific terms regarding work performance.
    - b. Conducts annual performance appraisals according to policy.
    - c. Helps employees identify areas of strength and areas for development.
    - d. Instructs and demonstrates ways that employees may improve performance or gain new skills.
    - e. Encourages feedback from employees regarding performance management.

### **Special Requirements:**

1. Must be willing and able to fulfill all job-related travel normally associated with this position.
2. Must obtain certification by the Oklahoma Department of Agriculture, Food and Forestry as a Pesticide Applicator prior to completion of the probationary period.