

**Natural Resource Specialist 2 - Roseburg
(Stewardship Forester)
\$2,990 - \$4,356 Monthly**

GENERAL INFORMATION

- There are two permanent, full time positions with the Oregon Department of Forestry in Roseburg.
- This recruitment will be used to establish a list of qualified candidates for the current vacancies.
- Specific questions regarding these positions should be referred to the Scott Swearingen, Assistant to the Southern Oregon Area Director, in Roseburg at 541-440-3412.

TO QUALIFY

Your PD100 application form will be reviewed to verify that you meet the qualifications in this section. To receive credit, your application must clearly show that you have:

- Two years of experience in Forestry or related natural resource field, **AND** a Bachelor's degree in Forestry or related natural resource field, or three additional years of related experience; **OR**
- One year of experience in Forestry or related natural resource field, and a Master's degree in Forestry or related natural resource field.

NOTE: Applicants must have the ability to obtain Class A Fire Warden status after hire.

H.I.R.E. system participants are encouraged to apply. You must follow the instructions in the TO APPLY section of this announcement.

IF YOU QUALIFY, SEE TO APPLY section of this announcement.

Open: July 17, 2008
Close: August 7, 2008
Class Number: C8502

Announcement Number: LEFR8057
Internet: D715

**ODF IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER
COMMITTED TO A DIVERSE WORK FORCE.**

DUTIES AND RESPONSIBILITIES

The purpose of a Stewardship Forester is to administer the Forest Practices Act on private industrial and non-industrial forest land and offer assistance to private forest landowners in terms of technical advice, incentive programs and education in forest land management, Forest Practices Act statutes and administrative rules. There are two open positions: one has a Forest Practices Act administration emphasis and the other focuses on the technical forestry assistance to landowners. Major duties include:

Forest Practices Activities

Administers the Oregon Forest Practices Act including pre-operation activities, field inspections to ensure compliance, assistance to landowners and operators, regulatory activities, complaint investigations, and post-operation surveys. Reviews, analyzes and provides comments to written or alternate practice plans. Utilizes experts from other natural resource disciplines to assist in recommending practices that will minimize damage to the natural resources. Prepares and presents informational and educational materials about the Forest Practices Act and rules to the logging industry, civic groups, schools, and other non-forestry organizations or groups. Coordinates the efforts of landowners, operators, and other agency personnel to ensure goals are met.

Administration of Technical and Financial Assistance Programs

Promotes and assists woodland owners to apply intensive forest management practices on their lands through administration of the various technical assistance and incentive programs administered by the department. Determines the feasibility and need of landowner's projects, and assists landowner's to accomplish project work. Checks projects for compliance with practice specifications and certify completion. Coordinates the Douglas County Family Forestland Owner aerial herbicide cooperation program. Cooperates with the Forest Service and other agencies conducting short or long-term evaluation of the respective programs.

Service Forestry Program

Determines the current situation regarding individual organizations and agencies providing service to woodland owner's incentive needs for improved land management and analyzes the information recommending needed changes in the Service Forestry Program. Coordinates activities between OSU Extension Forester, Douglas County Forester, and other agencies and organizations. Provides general and technical forestry information and advice to private landowners and the general public.

Management Planning

Assists land owners with the development of Stewardship Plans both directly and through consulting foresters. Provides customer service to woodland owners by providing technical, financial, and educational assistance.

The Department's highest priority work is responding to forest fire emergencies. Therefore, this position may be utilized during those emergencies to provide assistance in a variety of ways. This assistance may be in direct support of the emergency effort in the field, providing back-up support for another position that is being used in direct aid to the emergency, or performing any other essential function in any area within the agency.

WORKING CONDITIONS

Normal working conditions are carried out in steep, brushy terrain in all types of weather. Travel regularly involves driving on narrow, hazardous undeveloped roads during wet and muddy conditions. Exposed to heavy smoke and possible heat during fire control work. Occasionally requires long hours and work on weekends or holidays.

TO APPLY

To apply, you must submit:

1. A State of Oregon Employment application (form PD100); **AND**
2. A cover letter, no more than two pages, that describes your experience or training in:
 - a) technical forestry practices such as logging systems, forest road layout and location, riparian management, silvicultural practices, and GIS information and technology;
 - b) knowledge of forest laws, rules, and contracts including fish and wildlife habitat management and fire management practices; **and**
 - c) experience working with incentive and grant programs.

Only those applicants whose background most closely matches the needs and the requirements of this position will be contacted for an interview.

Copies of applications, supplements and job announcements can be obtained from:

1. the State of Oregon Job Page at: www.oregonjobs.org
2. local Oregon Employment Department field offices, or
3. most state agency human resource offices, including the Department of Forestry, Human Resource Office, Building C, and 2600 State St., Salem OR 97310.

If you have a disability and need an alternative format in order to complete the employment process, you may call (503) 945-7290 or TTY (503) 945-7213 or (800) 437-4490 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.

SEND completed application materials to Department of Forestry, Human Resource Office, Building C, and 2600 State Street, Salem, OR 97310. You may **FAX**, if necessary, to (503) 945-7404. They must be received by midnight of the close date and must be complete and legible.

You may **E-MAIL** your application materials to us at odfjobs@odf.state.or.us. *By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed.* You will receive automated confirmation of receipt only if you submit via e-mail.

AFTER your application materials have been reviewed, you will be sent a notice by mail advising: a) if your application was accepted or b) if your application was not accepted. If you don't agree with the results, you may request a review. Review requests must be submitted in writing and must be received within 10 days from the date of the notice. Additional information cannot be accepted. However, if your application was not

accepted and if the recruitment is still open, you may submit a new application as long as it is received in our office by the close date.

SUBMIT only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions (transcripts, driving records, responses to test questions, etc.) will not be matched to this application by the Oregon Department of Forestry. It is the applicant's responsibility to submit all required documents every time.

KEEP a copy of all application materials for job interviews. **COPIES ARE NOT PROVIDED.**

PLEASE NOTE: The Oregon Department of Forestry does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete U.S. Department of Justice form I-9, confirming authorization to work in the United States.

The pay on all announcements may change without notice.

CURRENT JOB OPENINGS are available online at www.odf.state.or.us or www.oregonjobs.org.