POSITION ANNOUNCEMENT

File Reference: 2012-3

Position Title: South Platte Urban Waters Coordinator

Location: Broomfield, Colorado

Salary: $40,000 – $50,000

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

Closing Date: Applications may be considered until the position is filled; however, applicants should submit all application materials by 4:30 p.m., September 4, 2012 for full consideration.

Minimum Qualifications:
- A bachelor's degree in one of the following: Environmental Science, Earth Science, Environmental Policy, Natural Sciences, Planning, Environmental Engineering, Forestry, or Natural Resource Management.
- Three years minimum experience in strategic planning and community development.
- Successful applicants must have a valid Colorado driver’s license or ability to acquire one upon employment.

Unique Aspects of this Position:
- Required work hours are irregular. Evening and weekend duties frequently arise and in order to conserve time and/or funds, we often need to arrange work and travel time in patterns that can produce long days.

Preferred Qualifications:
- Five years experience in strategic planning and community development.
- Sufficient experience to perform the duties of the position with minimal training, and a broad range of skills and experience related to Urban and Community Forestry, Forestry and Project/Partner/Group Coordination.
- Basis knowledge of western Unites States forest management.
- Excellent verbal, written communication, interpersonal skills, and public speaking skills which are critical to the mission of the Colorado State Forest Service and the Denver Urban Waters Partnership.
Ability to coordinate and build the Denver Urban Waters Partnership.
Ability to connect federal agencies and resources and local needs/opportunities in collaboration with the Denver Urban Waters Partnership.
Ability to report on the progress, value and outcomes of the Partnership, including local success stories, barriers and best practices. Reports may take various forms including annual reporting, web updates, participation on conference calls, weekly reports to the National Coordinator, etc.
Basic knowledge of western United States forest management techniques in the following areas: silviculture; harvesting systems; forest management planning; wildfire suppression; prescribed fire; forest insect and disease detection, prevention, and suppression; community forestry; agroforestry; and outreach.
Experience in the organization of community planning, urban watershed planning, and geopolitical subdivision planning.
Develop and analyze proposals and grant programs and requirements, identify opportunities, organize and manage varied work programs, exercise good judgment and attain quality results.
Ability to coordinate Urban Community Forestry (UCF) grant programs that impact Denver Urban Waters Partnership communities.
Knowledge of local government and political decision-making processes related to urban and community forestry in the Denver Metropolitan area.
Extremely organized, flexible and reliable within a complex environment
Experience in professional presentation, meeting facilitation, partner/stakeholder coordination.
Participate on agency-wide teams, committees and special assignments, and/or other duties as assigned.
Build strong working relationships with communities, other agencies, non-profit groups, partners and stakeholders.
Skill in working with various stakeholders to achieve a solution to a project or proposal.
Ability to develop and write plans based on an analysis of data and on-going stakeholder input.
Collect and present information to others, including at public meetings, local, regional and national events.
Excellent problem-solving skills.
Capable of effectively documenting accomplishments, record-keeping, budget management and grant programs.
Committed to safety, quality, and professionalism.
Proficient with the general Microsoft Suite of software products, ArcGIS, and GPS.
Exceptional customer service ethic.
Self-directed, innovative, and enthusiastic.
Enjoy working outdoors in all weather conditions.
Enjoy working with people and respect different viewpoints.

Roles and Responsibilities: Under the general supervision of the Community Forestry Program Manager, this position will be responsible for activities associated with the overarching duties of the Denver Metro office and will include coordinating the Urban Waters Partnership focused on the South Platte water corridor. The Partnership seeks to reconnect urban areas, particularly those that are underserved or economically distressed, with their waterways and improve collaboration among Federal, State and Local agencies,
NGOs and businesses working to improve those waters. The Denver partnership includes both urban and headwaters components.

This work involves providing information to project partners, understanding and communicating active efforts in the project areas, making project partners aware of opportunities for funding, coordinating between project partners, organizing meetings and logistics, reporting progress, and other duties. Objectives include: breaking down government program silos to energize existing programs and create meaningful new ones; ensure that local communities are full partners in restoring and protecting their waterways; and to work with local officials and effective community-based organizations to leverage area expertise and funding.

The Forest Service and Environmental Protection Agency are co-leads for the federal partnership and will be key agencies that the position will interact with.

Other objectives of the position are to improve the understanding of tree cover; encourage maintenance and expansion of urban forest canopy; provide educational programming; encourage volunteer urban forestry opportunities; promote demonstration programs for tree planting and care; and enhance the technical skills and understanding of arboricultural practices.

**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 also staffs the Division of Forestry for the Colorado Department of Natural Resources. The CSFS has 17 districts 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 human communities. State forestry personnel 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, rather than a regulatory approach in working with landowners, cooperators, and partners to implement CSFS programs.

**Application Information:** Applicants for positions with the Colorado State Forest Service should submit the materials listed below through an online process at [http://csfs.colostate.edu/pages/employment.html](http://csfs.colostate.edu/pages/employment.html). At the time of in-person interviews, which may include an open forum, your application materials may be shared with staff. Prior to distribution, all personal information will be removed from your documents, while maintaining the integrity of the materials.

**Required Application Materials:** Interested persons should submit 1) a letter of application, 2) résumé (curriculum vitae or CV), 3) references, 4) official college/university transcripts (photocopies of official transcripts that state a degree was conferred are acceptable), and 5) a list of continuing education activities. All of these materials must be received for applications to be considered complete.
1) The letter of application/statement of qualifications should be no longer than four pages (one sided) and include statements describing the skills you have that meet the minimum qualifications; unique aspects of this position; preferred qualifications; and roles and responsibilities that are described in this announcement.

2) The résumé should be a maximum of three pages (one sided). Please include your physical address and an email address for communication purposes.

3) Professional References should include a page with names, addresses, affiliation, phone numbers, and e-mail addresses for five professional references, including your last three supervisors, if applicable.

4) Official college transcripts (stating a degree was awarded and cumulative GPA listed) must be included (photocopies or scanned copies of official transcripts that state a degree was conferred will be accepted). Please allow an appropriate amount of time to obtain transcripts if you do not have a copy stating a degree was awarded.

5) A list of Continuing Education (optional) coursework and activities that list certifications, continuing education classes, workshops, and fire qualifications may be included in addition to the three page résumé.

You will receive an email confirming receipt of your application that states whether your materials are complete. Please allow at least two to three weeks after the closing date for us to review your application materials and determine those candidates we plan to invite to interview. If you are not selected for an interview, we will send you a letter when the process is complete.

Additional Information: For questions about this position or the application process, please contact Sarah Badding at csfs_jobs@colostate.edu or 970-491-7293.

Background Investigations: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Nondiscrimination Status: Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.