Urban and Community Forestry Partnership Coordinator
Friday, March 20, 2015

The Alabama Forestry Commission (AFC) is seeking qualified candidates for the Urban and Community Forestry (U&CF) Partnership Coordinator position which is currently open. Interested parties MUST be enrolled on the Alabama State Employment Register on or before Monday, April 6, 2015. All applicants are also required to send a letter of application and a resume to Mr. Dale Dickens whose information is shown below. Information on building a profile on the State Personnel Department’s Online Employment System, searching for the job announcement, getting on the State Register and making an application may be found at http://personnel.alabama.gov/Default.aspx and selecting “Applicants” or by calling (334) 242-3389.

If you already applied for this position in January of this year, then simply check to be sure you are still registered with the State for the 70429 class code. You will also need to email a letter of application and a resume as described above.

Position Classification: Forester Class Code: 70429
Salary Range: $33,086.40 - $56,685.60
Location: The AFC State Office in Montgomery, Alabama

MINIMUM REQUIREMENT
A Bachelor’s degree in Forestry, Forest Management, or a closely related field from a Society of American Foresters accredited, four-year college or university is required. Please refer to the website above for the State Personnel’s policy for accepting post-secondary and advanced degrees.

ADDITIONAL REQUIREMENTS
Possession of or ability to obtain a valid Alabama driver's license is required. Regular over-night travel within the State and limited travel within the U.S. is required. After the first two years of employment, you must become a Registered Forester by taking and passing the examination offered by the Alabama State Board of Registration for Foresters. Failure to pass the exam within three (3) years will result in termination of employment.

NOTE
Applicants may apply for this position during their last semester of college; however applicants will be required to submit documentation verifying completion of the Bachelor’s degree to the hiring agency prior to beginning work.
DUTIES
The U&CF Partnership Coordinator is responsible for traveling the State of Alabama working with volunteers, AFC Employees, and other cooperating organizations to meet the U&CF requirements of the State of Alabama. The requirements are described in the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313) as amended and the goals are set forth in the urban forestry section of the State Action Plan, Forest at the Crossroads, found at the website below:
http://www.forestry.state.al.us/AlabamaForestActionPlan.aspx?bv=5&cs=1

Specific duties include but are not restricted to:

1. Promote Urban and Community Forestry, and the Alabama Forestry Commission, through proactive and clear communications with diverse clients inside and outside the State of Alabama. This includes performing public relations activities including writing articles for local print, TV and radio appearances, educational presentations, and development of professional training programs.
2. Assisting, recruiting, and recognizing communities with the Arbor Day Foundation’s recognition programs; Tree City USA, Tree Campus USA, and Tree Line USA, which includes:
   a. Encouraging the organization of tree boards for communities
   b. Assisting municipalities in drafting or revising tree ordinances
   c. Promoting tree management plans and budgets for safe, sustainable and resilient urban forests
   d. Participating in and planning Arbor Day celebrations and proclamations.
3. Annual seedling distributions in all 67 counties working with county personnel to accomplish timely events with quality seedlings.
4. Evaluation, mitigation and community recovery following major storms and other tree-damaging events.
5. Providing technical assistance to municipalities regarding tree health and urban forest management plans.
6. Seeking out grant opportunities and working with grantees in completing the requirements of their urban and community forestry grants.
7. Developing working relationships with grassroots and non-profit conservation groups, AFC employees, developers, and other state and federal agency personnel; work with local contacts in underserved areas to generate on-the-ground environmental projects.
8. Documenting volunteer hours served in completion of U&CF work within the State and developing/updating a volunteer database for the U&CF program.
THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

Contact for State Employment
and Register Questions:

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Contact for specific questions on
the U&CF Partnership Coordinator job:

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Urban Forestry Coordinator
Alabama Forestry Commission
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