MDC JOB OPPORTUNITY
INTERNAL and EXTERNAL
2015-152

| Job Title: Forestry Field Programs Supervisor – Community Forestry Program | Division: Forestry |
| Job Location: Conservation Headquarters | Salary Range: $45,588 - $80,484 |
| Job Grade: CS I | Starting Salary: Commensurate with experience |

DUTIES AND RESPONSIBILITIES:

The Forestry Field Programs Supervisor – Community Forestry (Community Forestry Programs Supervisor) directs, assigns and recommends policies and procedures for the Community Forestry Program on a statewide assignment; and directs and trains those involved in carrying out this program on the forestry regions; prepares budget and monitors expenditures in the Community Forestry Programs; prepares accomplishment reports and initiates reports that culminate in federal program funding assistance; works with internal and external stakeholders to support the implementation of a comprehensive strategy to manage the impact of insects and diseases affecting trees in Missouri communities; responds to requests and advises city councils and park boards on tree ordinances, urban forest management and shade tree value, providing liaison between commercial arborists, nurserymen, builders, developers and urban forest consultants and trains on urban tree care; responds to requests by individual homeowners; coordinates the community forestry assistance provided by the Forestry regional personnel and serves as Community Forestry Liaison with forestry agencies in other states and with the U.S. Forest Service. Prepares federal aid grant agreements and narratives with the USFS NE Area State and Private Forestry program leaders; supervises, directs and establishes policies for the Missouri Arbor Award of Excellence awards; directs the instate activities of the National Arbor Day Foundation's Arbor Day including Tree City USA, Tree Campus USA and Tree Line USA activities; writes articles for Conservationist Magazine that includes research of information; provides material for news releases for print and electronic media and serves as guest on live and taped programs; promotes community forestry as an ex-officio member of the Missouri Community Forestry Council and coordinates with regional councils as a member of the Midwestern Chapter of the International Society of Arboriculture, and as a member of the Northeastern Area Urban and Community Forestry Coordinators; represents the Forestry Division Chief on NASF and NAASF Urban Forestry issues; directs and authorizes expenditure of state and federal funds for community forestry, Tree Resource Improvement and Maintenance grant program; Administers and supervises the Missouri Forestkeepers Network program and identifies projects, training needs. Develops and distributes educational materials. Maintains inventory, communicates programs, provides public relations, manages volunteers, analyzes and manages data, and sampling materials, funds and supervises coordinators and subcontractors to work on facets of this project; and performs other duties as required.
QUALIFICATIONS:
Graduation from an accredited college or university with a Bachelor's Degree in Forestry and five (5) years of progressively responsible professional Forestry experience; or an equivalent combination of education and experience.

SPECIAL ABILITY REQUIREMENTS:
Ability to:
Coordinate administrative and management activities to achieve Division and Department goals.
Effectively communicate both orally and in writing to subordinates, other Department personnel and the general public.
Give overall guidance and direction to the Forestry Division staff to assure their programs are properly carried out in achieving an efficient and productive operation.
Evaluate and analyze Division programs and develop recommendations for improvement.
Make administrative and supervisory decisions in a wide range of management areas including budgeting, personnel and procurement matters.
Plan and project future operating needs in regard to buildings, staffing and program changes.
Exercise judgment and initiative in interpreting Department and Division policies and procedures and in delegating responsibilities.
Establish and maintain an effective working relationship with Directors and staff of U.S.D.A. agencies, civic leaders, legislators, community leaders, counterparts in other states and Department personnel.

CONDITIONS OF EMPLOYMENT:
This position has been determined to be exempt according to the Fair Labor Standards Act. Employees must agree to accept compensatory time off in lieu of cash payments in accordance with the Department’s Compensatory Time Off and Overtime policy.

Smoking is prohibited in all owned, rented or leased Department of Conservation offices, buildings, and similar facilities, in Department aircraft, and in vehicles.

The Department of Conservation will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment or re-employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.