# JOB OPPORTUNITY

**October 6, 2017**

<table>
<thead>
<tr>
<th>TITLE LOCATION</th>
<th>ANNUAL SALARY POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forrester/Urban Forestry Partnership Coordinator</td>
<td>Entry Level Salary: $40,340&lt;br&gt;Grade GS07&lt;br&gt;Position #: 22088792</td>
<td>October 20, 2017</td>
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</tbody>
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**Hiring Authority:**  
Arkansas Forestry Commission  
Urban Forestry Program Coordinator  
Alison Litchy  
P.O. Box 10  
Greenbrier, AR 72058  
Phone: 501/580-9609  
E-mail: alison.litchy@arkansas.gov

Standard State of Arkansas employment application required.

Apply on line: [http://www.arstatejobs.com](http://www.arstatejobs.com)

**STATE'S MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**
- The equivalent of a bachelor’s degree in forestry or a related field.
- Three years of experience in urban forestry with demonstrated leadership in urban forestry.
- Must have or attain ISA Arborist certification within six months.

**Knowledge of:**
- Detailed knowledge & direct experience in tree physiology, arboriculture, & urban forest management strategies & procedures.
- Economic, Ecological & Social values of urban forests & their measurement.
- Local government structure, operations, processes & issues.
- Financial assistance program administration.
- Training techniques & information transfer to professionals, community officials, business leaders, volunteers, & the public.
- Computer based-systems for information management & exchange including database, spreadsheet, & word processing.
- Latest technology related to canopy assessments and their benefits.

**Ability to:**
- Communicate effectively to liaison with communities, organizations, committees, individuals & media.
- Organize volunteers and assist with tree board development.
- Conduct tree inventories and develop tree management plans.
- Write articles and give interviews to various media.
- Give presentations and conduct workshops.

**Preferred Qualifications:**
- Frequent in-state travel is required and some overnight travel.
SUCCESSFUL APPLICANTS MUST BE WILLING TO ACCEPT THE FOLLOWING CONDITIONS OF EMPLOYMENT:

Move to the location of the job at employee's expense.

AFC Residency policy: Forest Rangers and County Foresters must live in their area of responsibility or within fifteen road miles of their assigned work center. District Foresters must live in their assigned District.

Accept compensatory time off instead of overtime payment for overtime hours worked if the job is nonexempt under the Fair Labor Standards Act.

The AFC may call back emergency response employees to work and supervisors may schedule their workday to carry out emergency response duties.

Emergency response employees on approved mileage reimbursement must have a dependable vehicle to meet emergency response requirements.

Employees may be required to undergo a physical examination.

Forest Rangers, County Foresters, State Forest Foreman, Forest Technicians, and AFC Investigators must meet physical fitness standards annually.

Foresters must meet Arkansas Board of Registration for Foresters certification requirements within one year of employment.

The Law Enforcement Standards Commission certifies law enforcement employees. These employees must be at least 21 years old, satisfactorily complete a thorough background investigation, and physical and psychological examinations.

Federal Department of Transportation regulations require a commercial driver’s license (CDL) for all employees with truck driving or emergency response duties. Pre-employment and random alcohol/drug testing is mandatory for CDL holders. CDL holders must be at least 18 years old.

Complete an Employment Eligibility Verification form (Form I-9) and provide related documentation proving the applicant is a United States citizen or an alien authorized to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

The Arkansas Forestry Commission does not discriminate because of race, color, national origin, sex, religion, age, or disability in employment, access, or in the provision of services. Information about the provisions of the Americans with Disabilities Act is available from the Arkansas Forestry Commission Human Resources Administrator. Qualified applicants with disabilities may request needed accommodations to participate in the application process by contacting the Human Resources Administrator at 501/219-6370, #1 Natural Resources Drive, Little Rock, AR 72205.

BENEFITS

The AFC offers an excellent benefit package including immediate accrual of annual and sick leave, eleven paid holidays, and a contributory retirement plan. The AFC pays the major portion of medical health insurance for full-time employees.

Other benefits include maternity/paternity leave, court and jury duty, military leave and a catastrophic illness leave program as well as Family and Medical Leave. AFC employees may choose to participate in a deferred compensation plan and various options for life insurance, accident insurance, cancer care and intensive care insurance. Employees may participate in the Arkansas Cafeteria Plan which is a program designed to allow an employee to pay for group health and life insurance premiums, dependent day care and out-of-pocket medical costs tax free. All employees of the AFC are covered under workers’ compensation and unemployment insurance.