

# Job Opportunities



**Job Title:** District Forester (EMNRD #5346)

**Closing Date/Time:** Tue. 08/07/12 11:59 PM Mountain Time

**Salary:** \$23.54 - \$41.85 Hourly  
\$48,963.20 - \$87,048.00 Annually

**Job Type:** Permanent Position

**Location:** Capitan, New Mexico

**Department:** Enrgy, Minrls & Ntrl Rsrcs Dpt

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<b>Job Description</b>	<b>Benefits</b>	<b>Supplemental Questions</b>
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## Purpose of Position

This position functions as the Field Manager (District Forester) for the Capitan District of the Energy Minerals and Natural Resources Department (EMNRD)- Forestry Division. The District is comprised of 8,591,874 acres of private, non-federal and non-municipal lands in Otero, Lincoln, Chaves, DeBaca, Roosevelt, Lea and Eddy counties. This area represents one of the largest wildfire management and urban interface areas of all the Forestry Division's districts. The district also includes state and private pinon juniper and bosque woodland. The district is responsible for wildland fire suppression on the aforementioned acreages as well as the non-forest watershed of over one million acres including numerous communities identified as at risk by the New Mexico Fire Planning Task Force. The District Forester is well versed in federal and state laws, regulations, legal agreements and policies and procedures that guide him in decision making and program implementation in the field. The position supervises the implementation of all forestry programs to include the Smokey Bear Historical Park, fire management, forest and watershed health management, timber harvesting regulations, service forestry and all administrative activities on the district. Program delivery is based on cultural and economic needs of many cooperators, rural communities, and forest based businesses. The position participates with other groups and agencies with similar objectives and authorities to allocate resources across jurisdictional boundaries to achieve forest and watershed health and

communities that are more defensible from wildland fire and insect and disease epidemics. The position is also responsible for maintaining compliance with governmental standards and business philosophies such as department and division policies, the state procurement code, contract management, supervision and federal codes relating to the delivery of federal programs.

This position is a Pay Band 85.

**If you have indicated in your application that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s), visibly marked with the “Degree Awarded/Conferred” and the “Date Awarded/Conferred,” and include it with your application. Your application WILL NOT be considered for further review if you have failed to provide this information.**

**The experience certified will be confirmed. Please ensure that your stated experience can be cross referenced on your application in order to remain eligible. Your application WILL NOT be considered for further review if you have failed to accurately identify your years of experience relevant to the purpose of this position.**

**If this advertisement requires a license, certificate and/or registration, you must include this information in the “Certificates and Licenses” section of your NeoGov application. Failure to include this information will result in an incomplete application.**

### **Manager**

### **Concept\***

The Administrative/Operations Manager II administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc.

**Scope of Responsibility** – Significant. Assigned objectives are broadly defined by statute, grant, agency mission, etc. Requires defining objectives, scope, and policies. Managing objectives generally requires considerable experience and seasoning in the assigned areas. Coordinates operations utilizing administrative concepts to organize sub-functions to meet the goals and objectives of the agency.

**Types of Employees Managed** – Administration/Operations Manager II is assigned significant staffing resources of low-level managers, advanced technical, and professional employees.

**Financial Accountability** - Objective managed has significant relative impact on the mission of the total organization.

**Strategic Planning/Decision Challenge** - Solves problems through analysis and evaluation of the facts. Distinguishes issues and circumstances that make each case distinct, then formulates alternative solutions, taking into account the relative benefits and consequences that must be considered. Develops program goals, objectives and organizational plans for the efficient delivery of services. Facilitates local level advisory group. Provides direction to the group in order to improve the delivery of good and services to citizens, customers, and clients.

\*Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Administrative/Operations Manager II.

**Examples of Duties:**

**Administration/Operations Manager II** determines objective resource needs and allocates them within financial parameters set at the secondary policy level. The organizational section/unit managed represents a considerable part of the department's total operations.

**Minimum Qualifications:**

A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

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**Employment Requirements:**

Must possess and maintain a valid New Mexico Driver's License.

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**Statutory Requirements:**

N/A

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## **Knowledge & Skills**

### **Knowledge**

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

### **Skills**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination — Adjusting actions in relation to others' actions.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Supplemental Information:**

**Working**

**Conditions:**

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and telephone usage with extensive travel and work in rough terrain. Work irregular or extended hours including evenings, weekends and holidays. May be exposed to environmental conditions associated with wildfire management activities and a variety of weather conditions.

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**Conditions of Employment:**

Working Conditions for individual positions in this Manager Category Level will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted.

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**Default FLSA Status:**

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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**Bargaining Unit:**

Not Represented

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**Agency Contact Information:**

Tony Delfin, State Forester, (505) 476-3340 or email: [Tony.delfin@state.nm.us](mailto:Tony.delfin@state.nm.us)

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**Link to Agency:**

[www.emnrd.state.nm.us/main/index.htm](http://www.emnrd.state.nm.us/main/index.htm)

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**Applicant Help/How to Apply:**

[www.spo.state.nm.us/State\\_Employment.aspx](http://www.spo.state.nm.us/State_Employment.aspx)

[www.applicant.support](http://www.applicant.support)