

**PRAIRIE RIVERS OF IOWA RESOURCE CONSERVATION AND DEVELOPMENT  
VACANCY ANNOUNCEMENT**

**Salary Range: \$1,400.00 - \$1,685.98 Bi-Weekly**

**Location: Wallace State Office Building,  
Des Moines, Iowa**

**Urban Forestry Specialist**

**Position Description and Contract**

*This position will work closely with the Iowa Department of Natural Resources and will be located in the Wallace State Office Building in Des Moines. In-state travel will be required as well as some night and weekend work. This position is grant-funded through the U.S. Forest Service with funding to last approximately 3 years.*

**JOB DESCRIPTION:** This position serves as an Urban Forestry Specialist for three Iowa communities and will provide cooperative assistance to the Iowa Urban and Community Forestry Council across the state of Iowa. The position will include the following duties:

Provides urban forestry technical assistance to local government officials, community volunteer leaders, and other groups interested in managing and protecting the tree resources in the communities of Ames, Ankeny, and Waukee. Assistance may include setting canopy cover goals and providing urban forest management recommendations, guiding tree planting and maintenance recommendations, planning and preparing for emerald ash borer and other insect and disease issues, reviewing ordinances related to trees, creating or enhancing an active volunteer base, assisting communities in achieving Tree City USA recognition, providing training and workshops, and facilitating public meetings.

Contribute to building partnerships between the Iowa DNR and other organizations. Assist and serve as a liaison to the State Forester's advisory committee on urban forestry, the Iowa Urban & Community Forestry Council, by assisting them in program development, coordination, and implementation. Provide administrative support, training, workshops, publications, volunteer opportunities, and assistance in recruiting members to fill vacancies. Assist in advertising programs, coordinating volunteers, grant writing, and providing presentations on the benefits of trees to youth for partnership programs.

**ABILITIES AND SKILLS:** Must be technically knowledgeable and competent in urban and community forestry and arboricultural practices. Must be capable of training professional foresters, technical workers and volunteers. Must be able to use GIS/GPS and computer systems. Must be able to primarily work in an office environment, but also be able to work outdoors in a variety of extreme weather conditions. Must be able to carry heavy loads (40+ lbs.) and be able to operate a variety of motor vehicles. Must be able to speak in public to diverse audiences, both large and small, on a variety of topics. Must be able to travel statewide. Must be able to motivate and manage volunteers. Must be technically competent in the areas of urban forest management and arboriculture. Must be able to provide great customer service and a quality service to Iowa communities. Must foster team spirit and create an atmosphere that lends itself to continually improving urban forestry programming. Must demonstrate initiative, a team oriented approach, and display high standards of ethical conduct. Position is a full-time position and as such, requires regular attendance.

**COMPETENCIES:** Accountability, Attention to detail, Communication Skills, Computer skills, Critical Thinking, Customer Focus, High Productivity, Integrity, Interpersonal Skills, Project Management Skills, Grant Writing Skills, Self-Management, Team Player and Technical Experience (Forestry).

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:** Applicants must meet the minimum requirements below based on education, experience and special requirements, or an acceptable combination thereof:

Graduation from an accredited college or university with major coursework in forestry, arboriculture, horticulture, interpretation, community and regional planning, community organizing, or a related field (preference will be given to a degree or emphasis in urban and community forestry);

OR

the equivalent of three years of full time experience involving arboriculture, forestry, horticulture, conservation, natural resources, or community planning/organizing;

OR

an equivalent combination of education and experience substituting 30 semester hours of college level course work in a natural resources program for each year of the required experience.

**SUPERVISION** The Urban Forestry Specialist will report to the Executive Director. The Urban Forestry Specialist will be expected from time-to-time to attend Prairie Rivers of Iowa RC&D monthly board of directors meetings and staff meetings, Iowa DNR monthly staff meetings, and other meetings as required around the state.

**SALARY AND BENEFITS** This position will be based on a three year contract established from the starting date. This will be a full time position for 40 hours/week, including 120 hours of sick leave and/or paid vacation annually. At any time, both parties may terminate with a 30-day written notice.

**PRAIRIE RIVERS OF IOWA RESOURCE CONSERVATION AND DEVELOPMENT IS AN EEO/AA EMPLOYER** Prairie Rivers of Iowa does not discriminate against any person on the grounds of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs in carrying duties associated with the position.

**HOW TO APPLY:** Interested applicants must submit a cover letter, resume, and references for this position to: Penny Brown Huber, Executive Director, by the close of business on 1/22/2013. Information can be mailed to: Prairie Rivers of Iowa, 2402 So. Duff Avenue, Ames, IA 50010 or emailed to: [pbrownhuber@prrcd.org](mailto:pbrownhuber@prrcd.org)