State Forest Nursery Operations Specialist

**Who May Apply:** Open to all qualified candidates

**Date Posted:** 07/13/2018

**Closing Date:** 07/31/2018

**Hiring Agency/Seniority Unit:** Department of Natural Resources

**Division/Unit:** Forestry

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:**

* State Program Admin Senior:  $22.92-$33.62 /hourly; $47857 - $70199 /annually
* State Program Admin Intermediate: $20.83 - $30.25 /hourly; $43493 - $63162 /annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214–Professional/MAPE

**Employment Condition:** Full Time Unlimited

**Work Location:** Minnesota State Forest Nursery, Badoura Township, Akeley, Minnesota

**Connect 700 Program Eligible:** Yes

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|  | **Job Summary**  The Minnesota Department of Natural Resources administers approximately 5 million acres of forest land as part of the State Forest Nursery in Akeley, Minnesota.  This facility is the primary reforestation center in a forestry division that produces approximately 5 million conifer and hardwood seedlings per year. Under the direction of the nursery supervisor, this position provides professional planning, guidance and administration of forest nursery operations, participates in annual production, sale of seedlings, and the operation of the largest seed cone extraction facility in the region. This position offers the opportunity to work with timber, forest health, private forest managers and silviculturists to assist in the reforestation of Minnesota’s public and private lands.  Responsibilities include:  Plan and coordinate field planting and growing operations for the State Forest Nursery to assure annual seeding and nursery field care is conducted to maximize nursery harvest quantity and quality in the most cost-effective manner  Coordinate spring and fall seedling harvest, packing and shipping operations to ensure customer orders and expectations are met.  Coordinate and administer seed extraction operations to ensure seed cone and seed collection storage and extraction operations meet internal and external customer delivery requirements.  Provide leadwork direction of seasonal, temporary, interns, student workers, para-professionals, professionals, program coordinators, information officers and education specialists. Resolve sensitive political and internal conflicts and problems.  Create and maintain nursery operation procedures and documentation, perform analysis and report on alternative methods to achieve efficiencies, increase customer satisfaction and improve cost savings.  Represent forestry programs to the public, legislature, other jurisdictions and organizations by making speeches, writing articles, and testifying before the legislature; provide information and messages through website, social media and digital media channels; direct staff in delivering environmental education programs; serve as a member of or participate on a variety of teams and committees so accomplishments and needs of programs can be communicated and partnerships among agencies and organizations developed.  Other duties: coordination of nursery buildings and facilities maintenance and repairs; participate in meetings with state and regional silviculturists, area personnel, private forest management foresters and other staff;  conduct nursery field tours and informational presentations to education and other groups; create proposals for large procurements and participate in vendor evaluations and selections; seek and attend relevant conference and training opportunities in nursery operation, leadership, supervision and management. |
|  | **Qualifications** |
|  | **Minimum Qualifications:**  **This vacancy is being announced as two different job classifications at the same time: State Program Admin Senior and State Program Admin Intermediate.  Only one position will be filled; the final classification of this position is dependent on the applicant’s qualifications.**  Normal working hours are from 8:00 a.m. to 4:30 pm. but are subject to change based on work needs; hours of work may include weekends, evenings and holidays.  **Minimum Qualifications for State Program Admin Senior**  Bachelor’s degree in Agronomy, Soil Science, Horticulture, Crop Science, Botany/Plant Biology or a closely related field of study AND two years professional experience that demonstrates knowledge of (1) plant propagation and practical nursery management; (2) soil science/nutrient management planning; (3) prescription, use and evaluation of pesticides, herbicides, and fungicides treatments; and (4) forest entomology and pathology issues and treatments.  **OR**  Four years’ experience working at a State or Federal Tree Nursery as a Nursery Operations Manager or equivalent that demonstrates knowledge of (1) plant propagation and practical nursery management; (2) soil science/nutrient management planning; (3) prescription, use and evaluation of pesticides, herbicides, and fungicides treatments; and (4) forest entomology and pathology issues and treatments.  **Minimum Qualifications for State Program Admin Intermediate**  Associate’s degree in Agronomy, Soil Science, Horticulture, Crop Science, Botany/Plant Biology or a closely related field of study AND two years’ para-professional experience that demonstrates knowledge of (1) plant propagation and practical nursery management; (2) soil science/nutrient management planning; (3) prescription, use and evaluation of pesticides, herbicides, and fungicides treatments; and (4) forest entomology and pathology issues and treatments.  OR  Four years para-professional experience working in a tree seedling nursery, agriculture, soil science or related field that demonstrates knowledge of (1) plant propagation and practical nursery management; (2) soil science/nutrient management planning; (3) prescription, use and evaluation of pesticides, herbicides, and fungicides treatments; and (4) forest entomology and pathology issues and treatments.  OTHER requirements for BOTH classifications include:  Knowledge of forest management theory and techniques sufficient to plan and organize management activities, oversee program management practices, and act as lead worker for employees and contractors.  Knowledge of government accounting principles and practices, auditing skills and reporting requirements sufficient to analyze/conduct monitoring to ensure compliance with state and federal requirements.  Project Management sufficient to develop schedules, studies, research projects and work assignments sufficient to efficiently and effectively accomplish program objectives and implement forestry science.  Leadership skills sufficient to build and manage teams, motivate people and obtain program commitment.  Oral and written communication skills sufficient to effectively communicate complex concepts and principals to other resource professions and the public; make effective presentations to a wide variety of audiences by identifying their level of understanding and evoking a positive response; prepare and edit high quality technical reports and management plans; research and interpret scientific literature sufficient to solve problems; and educate others.  Conflict management skills to analyze and resolve ambiguous or controversial situations and make difficult decisions.  Computer skills sufficient to create/prepare reports, manage databases and track projects.  Requires an unrestricted Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.  **Preferred Qualifications:**  Advanced degree or other education/training in areas pertinent to position responsibilities.  Knowledge of DNR programs and areas of responsibilities in other divisions.  Possession of a current MN Department of Agriculture Non-Commercial Pesticide Applicator License.  Completion of a Leadership development program  Experience using point of sale systems, inventory methods and tracking sufficient to provide accountability of nursery operations.  Knowledge of the capability, suitability, service and operation requirements of farm equipment sufficient to safely and effectively make use of the equipment to meet nursery operations.  General knowledge of methods, materials, tools and equipment used in trades work and construction.  First aid/CPR certification.  Knowledge of Department and Division policy, procedure and operating guidelines. and State of Minnesota statutes pertaining to natural resources management.  Broad range of experience with all programs administered by the Division of Forestry with an emphasis on the following major field operations programs: 1) State Land Management; 2) Resource Protection with an emphasis on fire suppression and management; 3) Forest Resource Information and Analysis with an emphasis on FIM; and 4) Cooperative Forest Management.  Successful participation of the State of Minnesota Star of the North Fellowship program.  **Physical Requirements**  Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job is in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls  **Additional Requirements**  This position requires an unrestricted Class D Driver's License with a clear driving record.  It is our policy that all candidates submit to a background check prior to employment. The background check may consist of the following components:    Employment Reference Check  SEMA4 Records Check  Criminal History Check  Education/license verification |
|  | **Application Details** |
|  | **Why Work For Us**  The Department of Natural Resources is proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees.  This means that our employees are supportive of a diverse workplace, are respectful to one another and to our customers.  We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency’s mission.  GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.  **How to Apply**  Click “Apply” at the bottom of this page and submit an application/resume that clearly describes how you meet the qualifications listed above. If you are unable to apply online, please contact the job information line at 651.259.3637.  For additional information about the application process, go to <http://www.mn.gov/careers>.  ***If you are a Connect 700 applicant, please submit your certificate to Bobbie Donat at*** [bobbie.donat@state.mn.us](mailto:bobbie.donat@state.mn.us) ***or fax to 218.755.4413 by the job posting close date.***  **Contact**  If you have questions about the position, contact Kristina Somes at [kristina.somes@state.mn.us](mailto:kristina.somes@state.mn.us) or 218.652.2385 x222.  AN EQUAL OPPORTUNITY EMPLOYER  The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.  Minnesota Department of Natural Resources (DNR) encourages participation in all its programs, services and activities and does not discriminate against qualified applicants with disabilities.   Anyone who believes they may need a reasonable accommodation in order to fully participate in the job application, interview or selection processes may contact any agency official with whom applicant has contact in the processing of their employment application to request an accommodation.  Applicants may also contact the DNR’s Affirmative Action office to request an accommodation by:  E-mail: [ADAdiversity.DNR@state.mn.us](mailto:ADAdiversity.DNR@state.mn.us) or by calling Sarah Spence-Koivisto at 651.259.5016; or using MN Relay 711. |

**Kristina Somes**

Nursery Supervisor | State Forest Nursery

**Minnesota Department of Natural Resources**

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