

ADMINISTRATIVE OFFICER I

Sustainable Forestry Specialists

Recruitment #24-002711-0016

DEPARTMENT	DNR - Forest Service
DATE OPENED	3/20/2024 11:59:00 PM
FILING DEADLINE	4/3/2024 11:59:00 PM
SALARY	\$22.65 - \$36.09/hour
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Adriana Parravano
WORK LOCATION	Anne Arundel

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Introduction

This is a contractual, position specific recruitment for the Maryland Department of Natural Resources, Maryland Forest Service. This recruitment will be used to fill current vacancies for the position and may be used to fill future vacancies in the same classification/function. Future vacancies may also be filled via other recruitments. The resulting eligible list will be maintained for one year.

Three (3) Long-Term Contractual Vacancies; Full-time; 12 Month Contract with the possibility of renewal

GRADE

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LOCATION OF POSITION

580 Taylor Avenue, Annapolis, MD 21401 (Anne Arundel County)

Main Purpose Of Job

The Department of Natural Resources (DNR), Maryland Forest Service, is currently accepting applications for three Administrative Officer I positions to support the Forest Stewardship, Utilization, and Health programs within Maryland Forest Service, based out of Annapolis, Maryland. These positions provide analysis, outreach, and technical support to promote and deliver programming activities through Forest Service staff and partners. They support statewide implementation and management of Forest Service programs to plant trees, manage forest resources in a sustainable manner, respond to fire, insects, disease, and climate stresses, and manage State Forest lands for ecological, economic and recreational benefits. These position contribute directly to the Maryland Forest Service's mission to restore, manage, and protect Maryland's trees, forests, and forested ecosystems to sustain our natural resources and connect people to the land.

These positions work directly with the Program Manager for Forest Resources, including Forest Stewardship, Utilization, Health, Watershed, and Conservation and coordinate with other programs including Fire and Urban & Community Forestry to provide science-based information, quantitative and qualitative analysis of program administration and effectiveness, and outreach efforts to increase program awareness, adoption of sustainable practices, and coordination with partnerships.

POSITION DUTIES

Forestry Business Analyst: This position serves within the Forest Stewardship & Utilization Program, providing analysis, outreach, and technical support to promote and deliver programming activities through Forest Service staff and partners. The goal is to foster increased awareness and recognition of the importance of markets for retaining forests and forest health. Tasks include: (1) developing website and print content promoting the importance of forest industries to sustaining the forest resources of Maryland; (2) analyze and report on forest industry characterizations (e.g., size, impact, trends); (3) apply data analysis to communicate Program impacts and to better target Program services for delivering measurable outcomes; and (4) support partner organizations with logistical support for meetings, tours, workshops and webinars. This position contributes directly to the Maryland Forest Service's mission to restore, manage, and protect Maryland's trees, forests, and forested ecosystems to sustain our natural resources and connect people to the land.

Forest Health Specialist: This position carries out field data collection, data entry, GIS mapping, field trial installation, and other technical support for forest health needs for Maryland Forest Service. It supports forest health assessment and management actions to improve forest health statewide, coordinating with MD Dept. of Agriculture and other agencies and groups. Work supports no-net-loss of forest goals in the state and continuing forest function for a healthy watershed and sustainable forest resources.

Forest Stewardship Specialist: This position serves within the Forest Stewardship Program, providing analysis, outreach, and technical support to promote and deliver programming activities through Forest Service staff and partners. The goal is to accelerate the implementation of science-based forest stewardship on private forestland. Tasks include: (1) developing and providing materials to market forest stewardship services, incentives, and techniques; (2) improving on existing outreach pathways and devising new collaborations with partners; (3) assisting partner organizations to target Stewardship Program services to landowners not traditionally utilizing these services; and (4) utilize data to both communicate Program impacts and to better target Program services to deliver measurable outcomes. This position contributes directly to the Maryland Forest Service's mission to restore, manage, and protect Maryland's trees, forests, and forested ecosystems to sustain our natural resources and connect people to the land.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: One year of administrative staff or professional work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for the required experience.

2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

- Training and/or experience in forest or natural resource data collection or analysis.
- Training and/or experience in working in teams and with broad partnerships.
- Training and/or experience with geographic information systems.
- Training and/or experience in working with forest health, stewardship, or restoration.
- Training and/or experience in working with resource-based industries such as wood or agricultural products.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS

Please make sure you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not accept information submitted after this date. Applicants who meet the minimum qualifications will be considered for this position. Therefore, it is important that you provide complete and accurate information on your application. Report all education and experience related to the essential functions and qualifications of this position.

For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must be provided prior to hire.

BENEFITS

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program, have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits.

Leave may be granted to a contractual employee who has worked 120 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

**Should benefits be available, this will be discussed at the time of hire*

FURTHER INSTRUCTIONS

The online application is strongly preferred. If you are unable to apply online, you may submit a paper application and supplemental questionnaire to: Department of Natural Resources, Human Resources, 580 Taylor Avenue, C-3 Annapolis, MD 21401. The Human Resources unit is not responsible for applications sent to any other address.

Faxed or e-mailed applications will not be accepted. Resumes will not be accepted in lieu of completing the application.

If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management at Application.Help@maryland.gov ; ATTN: Recruitment and Examination Division. Please note, standard business hours for the help desk are 8:30 a.m. to 4:00 p.m. Inquiries made after hours will be reviewed the following business day.

If you need to make adjustments to a submitted application or if you have general inquiries regarding this recruitment, please contact Adriana Parravano at Adriana.Parravano@maryland.gov.

Please provide ample time to complete the application template. If you are having technical difficulties submitting an application on the day of the deadline, it is strongly advised that you complete the JobAps physical application template and hand deliver to DNR - HRS at 580 Taylor Avenue, Annapolis, MD 21401 before 4:30 p.m. The Maryland Department of Natural Resources cannot guarantee that late submissions, as a result of technical difficulties, will be accepted.

TTY Users: call via Maryland Relay

Candidates with disabilities and bilingual candidates are encouraged to apply. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	Apply Online
View and print the Supplemental Questionnaire.	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .
Apply via Paper Application.	You may also download and complete the Paper Application here .