



Assistant Nursery Manager

Position Information

Position Information

Working Title	Assistant Nursery Manager
Role Title	Natural Resource Manager I - 59115
Job Open Date	01/22/2016
Job Close Date	
Open Until Filled	Yes
Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)?	No
Hiring Range	\$45,000 minimum
Agency	Dept of Forestry (411)
Agency Website	Click Here for Agency Website
Location	Sussex - 183
Sublocation	
Position Number	00357
Job Posting Number	0089199
Type of Recruitment	General Public - G
Does this position have telework options?	No
Bilingual/Multilingual Skill Requirement/Preference	No
Job Type	Full-Time (Salaried)
Job Type Detail	Full-Time Salaried - Non-Faculty- FTS-1
Pay Band	04
Job Description	In conjunction with the Nursery Manager, incumbent oversees the agency's nursery center operations to ensure adequate quantities of high quality seedlings are available for Virginia's landowners to maintain a sustainable forest resource at a reasonable cost. Duties include: participating in the development of annual and long-term goals and strategies to ensure the

continued effective operation of the nursery centers; managing seedling inventory, planting, care, lifting, and delivery; monitoring contracts, supplies and maintenance; establishing and implementing practices and procedures for effective and self-sustaining financial operations; supervising the work of classified and seasonal employees; establishing and implementing marketing tools in order to meet or exceed seedling sales goals; developing and maintaining effective relationships with customers; and promoting and educating agency staff, members of the public, customers, etc. about nursery center operations. This position is a working manager position and will participate in hands-on operations in the fields, warehouse, and equipment. Incumbent may also participate in emergency response activities as needed.

Minimum Qualifications

Farming experience and/or experience in the nursery production of seedlings. Ability to operate heavy equipment including tractors, loaders, dumptrucks and other commercial equipment. Knowledge of and exposure to the nursery production of seedlings; significant knowledge of and experience with tree species in Virginia; ability to work independently; excellent organizational skills; public speaking and customer service skills; demonstrated excellent written, oral, and interpersonal communication skills; ability to effectively communicate with a diverse group of individuals; knowledge of effective supervisory techniques and practices; experience in long-range planning and budget administration; demonstrated ability to effectively prepare, reconcile, and analyze financial reports; valid driver's license; ability to travel around the state and stay overnight on occasion; and experience with and ability to use a PC and Microsoft Office software, especially Excel, required.

Preferred Qualifications

Experience managing field operations and meeting multiple priorities during demanding business times. B.S. Degree in Forestry, Agriculture, Horticulture, Business Management, or a related field preferred.

Special Requirements

Must either have or be able to obtain a Commercial Pesticide Applicators Permit and Class A CDL within six months of employment. Selected candidate is required to be fingerprinted and pass a criminal background and credit check.

Special Instructions to Applicants

Only online applications will be accepted until the position is filled.
Initial review of applications will take place on February 1, 2016.

Contact Information

Name

Phone

Fax

Email amanda.martens@dof.virginia.gov

Address

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of

Virginia Employees Only);

- o Yes
 - o No
 - o Not Applicable
2. * Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
- o Yes
 - o No
 - o Not Applicable
3. * How did you hear about this employment opportunity?
- o Newspaper (Please specify below)
 - o VEC
 - o Agency Bulletin Board
 - o Radio/TV (Please specify below)
 - o State Recruitment Management System (RMS)
 - o Other (Please specify below)
4. * Please specify the media source (newspaper, radio/TV or Other) from question #3. If no response, type 'N/A.'

(Open Ended Question)

Applicant Documents

Required Documents

None

Optional Documents

1. Resume
2. Cover Letter
3. Transcript
4. Other Document