



Nursery Manager

Working Title Nursery Manager
Position Location Fort Collins, CO
Posting Number 202200141AP
Position Type Admin Professional/ Research Professional
Classification Title Project/Prgm Mngmt I
Work Hours/Week 40
Proposed Annual Salary Range \$68,000 - \$75,000

Employee Benefits

Colorado State University (CSU) is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas: <https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/> & <https://hr.colostate.edu/prospective-employees/our-perks/>.

To ensure full consideration, applications must be received by 11:59pm (MT) on 04/18/2022

Description of Work Unit

The Forest Planning and Implementation Division of the CSFS provides administration and oversight of forest management programs that directly contribute to the agency's mission of "the stewardship of Colorado's diverse forest environments for the benefit of present and future generations." Division staff provides leadership, program oversight, coordination and administration of statewide forest planning and implementation programs, policies, and procedures in forest management; wood utilization; fire, fuels, and watershed management; and seedling tree nursery operations.

The CSFS Nursery (Nursery) is a branch of the Forest Planning and Implementation Division of the Colorado State Forest Service (CSFS). The administration of the Nursery is carried out under the supervision of the Associate Director of Forest Planning and Implementation. Situated on 130 acres managed for field production of bare-root seedlings, the Nursery uses 18,000 square feet of greenhouse space for container plant production in Ft. Collins, Colorado. The Nursery plays a critical role in providing plant materials for landowners and land managers in Colorado and is the state's leader in producing low-cost, Colorado-grown seedling trees and shrubs for conservation purposes. The Nursery produces more than 40 species, all selected for their hardiness and adaptability, which are ideal for landowners and land managers to use for conservation in Colorado's diverse environments. The Nursery is an enterprise operation and has to generate revenue to cover all expenditures.

Position Summary

Under the direct supervision of the Associate Director of Forest Planning and Implementation, this position is responsible for planning, organizing, directing, controlling, and coordinating activities of staff

engaged in propagating, cultivating, and harvesting plant materials used for forest conservation purposes. The Nursery Manager (Manager) is responsible for maintaining the facilities of a 130 acre outdoor farm in addition to 18,000 square feet of greenhouse/shade house area. The Manager assists with management operations of a bare-root/container nursery to ensure the production of high-quality seedlings; develops long and short-term planting and production schedules; oversees seedling harvesting (lifting) operations which include lifting, packing, storing, and shipping to ensure seedling quality is maintained and the quantity of each order shipped is accurate.

The Manager formulates annual and long-range plans that identify objectives, production goals, and priorities for nursery operations; develops project work plans, budget projections, and identifies workforce and organizational needs in support of an annual program of work; develops and manages an annual budget; and develops, maintains, and implements the facilities master plan for the nursery. The Manager collaborates and conducts outreach with customers, other nurseries, research programs, professional organizations, and other stakeholders as needed.

This position is responsible for serving approximately 160 cooperating agencies/offices and Colorado State Forest Service (CSFS) field offices in promotion and sales of plant material for conservation practices in Colorado and adjacent States. The Manager is responsible for ensuring customer requests and questions are addressed in a timely manner. Additionally, the Manager is expected to make recommendations about planning and planting options for existing and new products, and make readily available these new recommendations to landowners and cooperating agencies.

The Manager is a member of the CSFS Management Team. The Management Team coordinates work effort across all program areas for efficiency, effectiveness and cohesiveness of program delivery and outcomes. The Management Team's role is to allocate and manage resources to ensure agency goals and objectives are achieved on time and within budget, address operational and program issues, and ensure that policies and practices are implemented consistently. The Management Team carries out agency priorities established by the Leadership Team.

Required Job Qualifications

- A bachelor's degree in one of the following areas: natural resource management, forestry, horticulture, agriculture, or closely related science with emphasis on crop production.
- Two years experience in nursery operations management.
- One year experience in business administration and management principles.
- The successful candidate must have the ability to obtain a Qualified Supervisor pest applicator license issued by the EPA through the Colorado Department of Agriculture within the first nine months of employment.
- The successful candidate must have a valid driver's license or the ability to obtain one upon employment, or access to a licensed driver.
- Ability to lift up to 50 pounds (e.g, bags of fertilizer, mulch, seed) with assistance.

Preferred Job Qualifications

Administration

- Experience with program planning and administration including: Effectively documenting accomplishments, record-keeping, developing annual reports; and developing annual program of work.
- Experience in preparing and administering contracts and agreements.

- Strong organizational, multitasking, planning and prioritizing skills.
- Ability to communicate effectively both verbally and in writing to a variety of audiences.
- Demonstrated ability to work cooperatively and effectively in teams, advancing outcomes with internal staff, external partners, and cooperators.
- Ability to identify complex problems and to develop and evaluate options to implement solutions.
- Demonstrated experience in strategic planning, resource allocation and budget management.
- Demonstrated experience in supervision, performance management and professional development of permanent and temporary staff.
- Proficient with the Microsoft Suite office software products and QuickBooks.

Nursery Operations

- Five years of experience in nursery management.
- Two years of experience managing container and/or bare root forestry nursery operations.
- Experience with production processes, quality control measures, costs, and other techniques that maximize effectiveness and distribution of products.
- Ability to manage supplies and inventories to maintain the uninterrupted production schedule.
- Experience with facilities and equipment maintenance and construction projects.
- Demonstrated experience in business marketing for promoting and selling products and services.
- An understanding of the end use of products/plant material and the logistical needs of plant material end users.
- Experience with the development of business and facilities plans.
- Experience in developing and providing educational and promotional efforts for nursery programs.
- Experience determining appropriate production levels and prices, and quality control.

Diversity Statement

Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.

Essential Duties

Job Duty Category Nursery Leadership

Duty/Responsibility

Provides leadership, oversight, technical expertise, and administration of the Nursery. Develops policies and procedures and advises agency leadership on current emerging issues.

Responsibilities include:

- Develop and implement business plan to lead the management of the Nursery
- Reviews work programs goals, procedures and budget estimates to effect necessary adjustments and correlation of nursery workload. Adjusts work plans as needed to meet unforeseen changes or emergencies. Participates in nursery work planning and coordinates overall nursery plan of work.
- Developing and maintaining local, state, and federal partner support for nursery programs.
- Collaborating and conducting outreach with customers, other nurseries, research programs, professional organizations, and other stakeholders as needed.
- Oversight of research and development of improved nursery management technology and seedling growing practices.

- Formulates policy, plans, procedures, guidelines, and program direction necessary for the administration of the Nursery.
- Developing and implementing facility master plans including determining sources of capital improvement funds to meet increasing demands for seedlings for reforestation programs.
- Provide tech transfer to partners through participation in meetings, conferences and training sessions

Percentage Of Time 30%

Job Duty Category Nursery Administration

Duty/Responsibility

The Manager is responsible for utilizing their knowledge of sales and marketing to promote and advertise products and services of the nursery. The Manager must have an understanding of diverse landownership needs, customers, and cooperators to sell product and provide/market the appropriate product/plant material for diverse landscapes such as but not limited to the plains, foothills, mountainous regions, agroforestry, and riparian forests.

Responsibilities include (but not limited to):

- Directing and overseeing the planning, scheduling, propagating, cultivating, and harvesting the wide range of forbs, shrubs, and trees required to produce native vegetative materials for high quality multi-year seedling production, seed bank management, native plant propagation, genetics, forest health (disease resistance), and tree improvement.
- Oversight of the Nursery budget, including monitoring fund balances, revenues, expenditures, and variances; recommends adjustments to seedling prices in order to generate the revenue required for funding nursery operations;
- Ensure sales transactions are reconciled in a timely manner and are in accordance with department, university and state guidelines.
- Manage Nursery in a sound financial manner in which the budget is not in deficit at the close of the fiscal year.
- Develops and negotiates service agreements and contracts with other federal, state and local agencies.
- Manage Nursery operations in compliance with state and federal safety regulations.
- Manages crisis situations which place planned production goals in jeopardy, whether from storms, drought, infestations, or environmental moratoriums, by prompt reorganization of nursery work and equipment resources.
- Work with the CSFS Communications and Communities Division to utilize creative and innovative methods to carry out effective business marketing strategies and tactics.

Percentage Of Time 45%

Job Duty Category Supervision – permanent and temporary employees

Duty/Responsibility

Plans the work to be accomplished by staff, assigns work to employees, and establishes production or quality standards for the staff's work. Other responsibilities include establishing and communicating guidelines and performance requirements to employees; conducting formal performance reviews; and identifying and providing for the developmental and training needs of employees. The position performs administrative and human resources management functions for the staff; providing advice, counsel or instruction on both administrative and work matters. They also assure full compliance with safety and security policies.

Percentage Of Time 15%

Job Duty Category Regional/National program leadership

Duty/Responsibility

· Participate on State, Regional and National working groups related to the management of nursery operations and planting for conservation purposes.

Percentage Of Time 5%

Application Details

Special Instructions to Applicants

To apply, please submit a cover letter that addresses the required and preferred job qualifications, a resume, a copy of your unofficial transcripts as well as the contact information for three professional references.

Apply at: <https://csfs.colostate.edu/employment/>

References will not be contacted without prior notification of candidates.

Conditions of Employment Pre-employment Criminal Background Check (required for new hires), Valid Driver's License - Successful applicants must have a valid Colorado driver's license or ability to acquire one upon employment., Use, Handling, or Exposure to hazardous materials - Successful applicants must be able to obtain a Qualified Supervisor pest applicator license issued by the EPA through the Colorado Department of Agriculture within the first nine months of employment. , Travel - The employee is required to live within 30 miles (driving distance) of the Fort Collins Nursery boundaries., Special Requirements/Other - Irregular work hours and periodic long days, evening and weekend service, occasional off-district and periodic overnight travel.

Search Contact Tina Little (970) 491-8662 tina.little@colostate.edu

EEO Statement

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, titleix@colostate.edu.

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, oeo@colostate.edu.

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, oeo@colostate.edu.

Any person may report sex discrimination under Title IX to the Office of Civil Rights, Department of Education.

Background Check Policy Statement

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

Required Documents

Cover Letter

Resume

Unofficial Transcripts

References Requested

Minimum Requested 3

Maximum Requested 3