**STATE OF SOUTH CAROLINA**
**Forestry Commission**
5500 Broad River Road
Columbia, SC 29212

[http://www.jobs.sc.gov](http://www.jobs.sc.gov)

**INVITES APPLICATIONS FOR THE POSITION OF:**
**Program Coordinator II**

An Equal Opportunity Employer

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<table>
<thead>
<tr>
<th><strong>OPENING DATE:</strong> 11/20/13</th>
<th><strong>CLOSING DATE:</strong> Continuous</th>
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<tbody>
<tr>
<td><strong>JOB TITLE:</strong> Program Coordinator II</td>
<td><strong>CLASS CODE:</strong> AH40</td>
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<tr>
<td><strong>POSITION NUMBER:</strong> 60010797</td>
<td><strong>SLOT NUMBER:</strong></td>
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<td><strong>STATE SALARY RANGE:</strong> $37,945.00 - $70,204.00 Annually</td>
<td><strong>AGENCY HIRING RANGE - MIN:</strong> $37,945.00</td>
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<td><strong>LOCATION:</strong> Richland County, South Carolina</td>
<td><strong>AGENCY HIRING RANGE - MAX:</strong> $70,204.00</td>
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<td><strong>JOB TYPE:</strong> FTE - Full-Time</td>
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<td><strong>NORMAL WORK SCHEDULE:</strong> Monday - Friday (8:30 - 5:00)</td>
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<td><strong>RESIDENCY REQUIREMENT:</strong></td>
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<td><strong>RESIDENCY REQUIREMENT SPECIFICS (IF ANY):</strong></td>
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**AGENCY SPECIFIC APPLICATION PROCEDURES:**

SCFC requires individuals to complete an online application to apply for this position. Interested individuals can access www.jobs.sc.gov, 24 hours a day, 7 days a week. Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the electronic State application to include all current and previous work history and education. Include military service (indicate rank) and job related volunteer work, if applicable. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.
JOB RESPONSIBILITIES:

Serves as the South Carolina Forestry Commission's lead in forest resource analysis and wood products utilization and marketing. Conducts comprehensive, in-depth forest resource data analyses in response to forest resource development projects and for reporting purposes. Maintains primary and secondary wood product mill directories for internal and external use. Surveys primary forest product mills in cooperation with the US Forest Service Timber Products Output program. Assists with marketing SC forest products both domestically and internationally. Assists with data analyses and reporting for special projects, including economic impact studies and timber supply studies.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree and two years relevant work experience in forest resource analysis.

PREFERRED QUALIFICATIONS:

A bachelor's degree in forestry from a college or university accredited by the Society of American Foresters and a master's degree in forest economics. Experience in database management and computer programming.

ADDITIONAL COMMENTS:

Must be willing to travel overnight, both domestically and internationally, as needed.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.jobs.sc.gov
OR
5500 Broad River Road
Columbia, SC 29212

Job #35276
PROGRAM COORDINATOR II
EB
Program Coordinator II Supplemental Questionnaire

* 1. Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the electronic State application to include all current and previous work history and education. Include military service (indicate rank) and job related volunteer work, if applicable. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position. I have read and understand this statement.

☐Yes  ☐No

* 2. Do you have a bachelor’s degree and two years of forest resource analysis work experience?

☐Yes  ☐No

* 3. If you answered "yes" to Question 2, please explain your forest resource analysis work experience.

* 4. Do you have a bachelor’s degree in forestry from a college or university accredited by the Society of American Foresters and a master's degree in forest economics?

☐Yes  ☐No

* 5. Do you have relevant work experience in database management and computer programming?

☐Yes  ☐No

* 6. If you answered "Yes" to Question 5, please explain in detail your database management and computer programming work experience.