



**About This Role:** The Kansas Forest Service is looking for a service-oriented individual to serve as our Fire Management Specialist. This position supports Kansas fire departments by managing equipment programs, fleet, trailers, fire cache, and radio systems. It ensures the readiness, distribution, and tracking of critical resources, and handles state and national reporting. This role also directly supports the KFS's preparedness and capacity to respond to wildland fires across the state. By maintaining deployable assets and coordinating resources, the position ensures rapid and effective fire response when incidents occur.

**About Us:** The Kansas Forest Service is the 5<sup>th</sup> oldest state forestry agency in the country established in 1887, and is housed as an independent agency within K-State Research and Extension. The agency employs 35 full-time employees, and 40+ temporary and student positions, housed in Manhattan, KS and offices throughout the state. Our programs include Rural Forestry, Community Forestry, Fire Management, Conservation Tree Planting, Forest Health, and Marketing and Utilization. The KFS Fire Program is proud to help empower fire departments to provide better service to Kansans through training, equipment, and financial assistance. Learn more at our website: [www.kansasforests.org](http://www.kansasforests.org)

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: <https://www.k-state.edu/hcs/benefits>

**Worksite Description:** This position is Hybrid eligible. Minimum of 3 days per week in the KFS State Office in Manhattan, KS.

All employees must reside in the United States when they begin working to comply with state law. K-State is unable to provide remote or hybrid work opportunities for residents of the state of Idaho.

**What You'll Need to Succeed:** **Minimum Qualifications:**

- Bachelor's degree (This position may use an educational equivalency as determined relevant by a hiring manager.)
- One year of relevant experience
- Valid driver's license

**Preferred Qualifications:**

- Bachelor's degree in natural resources, emergency management, or relevant field
- 2-3 years of relevant experience
- Supervisory experience
- Knowledge of Incident Command System (ICS)
- Experience working within a fire program or fire department
- Commercial Driver's License (CDL)

- Relationship building experience to work closely with a variety of partners
- Experience completing tasks independently with respect to timelines
- Familiarity with fire apparatus and related equipment sufficient to communicate effectively with fire service personnel and understand operational needs
- Basic computer skills (i.e., ability to use PC, laptops, tablets, etc. Experience using Microsoft Office suite. Able to use databases for entry and data look up. Able to communicate via email)

**Other Requirements:**

- Candidates must be legally authorized to work in the United States on an ongoing basis without sponsorship.

**How to Apply:**

Please submit the following documents:

1. Resume
2. Cover letter
3. Professional references

**Application Window:**

Applications close on November 24, 2025

**Anticipated Hiring Pay Range:**

\$50,000 - \$60,000