Job Description

**Title:** Forest Analyst 3 – Appraisal Support  
**FLSA:** Exempt  
**Level:** 3

**General Summary**

The Forest Analyst 3 (FA3) supports MB&G’s timberland appraisers. After a period of evaluation, MB&G may choose to help the incumbent become a certified general appraiser.

**Essential Functions/ Major Duties**

- Collects, edits and maintains information about timberland transactions for use as comparable sales.
- Assists in analysis and documentation of comparable sales.
- Assists in discounted cash flow modeling using timber harvest scheduling software and/or spreadsheet appraisal models.
- Assists in development of market analyses.
- Assists in the preparation of appraisal reports.
- Assists in ensuring that all project work is fully documented and work files are maintained and archived according to MB&G standards and procedures.
- Acts in a supporting role to project managers and must prepare project deliverables within allotted level of effort and schedule. Manages time to meet objectives of multiple concurrent projects. May occasionally lead/manage small projects.

**Secondary Functions:**

- Provides analytical support to other MB&G projects as assigned. This work often takes the form of data analysis, statistical analysis, and economic analysis.
- Performs literature searches and reviews on assigned topics using internet and/or library tools. Distills information into literature review or other formats as necessary.
- Supports MB&G’s efforts to develop new clients and to expand services to existing clients. May assist in project proposal development.
- Performs other duties as assigned.

**Project Management / Supervisory Responsibility:**

- Operates independently under minimal supervision.
- May function as Project Manager on simple to moderately difficult projects or Asst. Project Manager on complex projects.
- Job may be supervisory as needed to accomplish project-related tasks.
Business Development Responsibilities:
- Minimal to moderate sales goals.
- Assist with development of client relationships, participate in business development functions.
- May assist with proposal development.

Interpersonal Contacts:
- Contacts are within the company and externally with our clients or potential clients.

Job Skills:
- Advanced skill with MS Excel and Access.
- Some knowledge and skill with Woodstock, Spectrum or other LP harvest scheduling modeling systems is desirable.
- Some knowledge and skill with growth modeling software (e.g. FVS, FPS, Organon, etc.).
- Intermediate GIS skills are desirable.
- Proven ability to multi-task and meet multiple deadlines.
- Strong attention to detail.
- Good to excellent technical report writing and editing skills.
- Excellent time management skills.
- Responsive and client service oriented.

Education/Experience
- BS (MS preferred) in forestry, forest management or natural resource related field.
- 3-8 years experience in forest resource analysis and an interest in exploring a specialization in timberland appraisal is desirable.

Job Conditions
Work is performed primarily in our Portland office. However, travel based on project location may be required. Field work to be performed in all weather conditions, steep rough terrain, and a variety of settings including open fields and forested areas. Extensive computer use, physical ability to operate a telephone, and sit for extended periods of time, may lift/carry up to 50 pounds.