PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

POSITIONS: Tree Inventory Coordinator (Recreation Leader) (two positions)

DURATION: Approximately June 18 – October 18, 2013

SCHEDULE: 7 am to 3:30 pm Tuesday through Saturday

SALARY: $12 per hour

CLOSING DATE: Applications accepted until April 30, 2013

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to, the following:

- Conducting street tree inventory workshops for volunteers in Portland neighborhoods. This includes public speaking, training volunteers, organizing logistics, working with volunteers, creating maps, and checking data for accuracy.
- Collecting street tree inventory data, including tree identification, measurement, and assessment using paper forms and PDAs.
- Entering data into an ArcGIS database, creating maps, and conducting data analysis.
- Performing related work as required.

REQUIRED QUALIFICATIONS:

- Must have a valid driver's license and acceptable driving record.
- Must pass a criminal background check.
- Must be at least 18 years of age.

DESIRABLE QUALIFICATIONS:

- Experience using ArcGIS, including entering data, joining tables, and creating maps
- Tree identification skills, especially non-native trees
- Computer skills, including Microsoft Excel
- Communication skills
- Organization skills
- Experience working with volunteers
- Ability to work independently
- University coursework in forestry, GIS, botany, or related subjects

ADDITIONAL INFORMATION: For information on the street tree inventory project, visit http://portlandoregon.gov/parks/treeinventory

APPLICATION PROCEDURE: Send resume and cover letter via email to Angie DiSalvo, Botanic Specialist II, angie.disalvo@portlandoregon.gov 503-823-4484. Candidates selected for interviews will be notified by May 6, 2013.

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