

CLASS SPECIFICATION
Botanic Specialist I

FLSA Status: Covered
Union Representation: Professional and Technical Employees (PTE)

GENERAL PURPOSE

Under general supervision, performs support and technical assignments of standard to moderate difficulty, applying botanical, horticultural and natural resource knowledge in developing and implementing botanic, natural areas and horticultural projects; plans activities and events, develops communication and promotional materials to build community interest and works with volunteers and nonprofit organizations in carrying out project activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Botanic Specialist I is the entry-level, paraprofessional class in the Botanic Specialist series. Incumbents perform standard to moderately difficult support and technical tasks in developing and implementing routine and narrowly focused botanic, natural areas and horticultural projects. Incumbents may serve as lead workers over volunteers. Completed work is reviewed for accuracy and compliance with instructions.

Botanic Specialist I is distinguished from Botanic Specialist II in that incumbents in the latter class develop and implement larger scale and more complex and difficult projects and activities requiring a thorough understanding of scientific and technical knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Identifies and assists in securing funding by developing grant applications and other revenue sources such as donations and interagency agreements.
2. Monitors and reports program revenues and costs; develops and maintains volunteer and employee records.
3. Writes, produces, and distributes materials such as brochures, exhibits and program reports, for outreach and awareness development efforts.
4. Researches and writes contract documents; oversees work of contractors and manages horticultural activities.
5. Researches techniques and grows native plant material with a local provenance.

6. Designs, plans, coordinates, and plants basic habitat enhancement projects; helps design and implement watershed restoration projects.
7. Conducts surveys, records field conditions, gathers and analyzes information and makes recommendations.
8. Writes agreements for current and future projects; researches and writes contract documents and agreements.
9. Interprets, maintains, and revises the Horticultural Inventory database.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Biology of native flora and fauna, plant physiology and ecology.
2. Planting, culturing and maintenance of plantings, including plant soil interactions.
3. Threats to healthy ecosystems and general methods to combat those threats.
4. Methods and techniques of volunteer and community involvement.
5. How to locate and utilize community resources.

Ability to:

1. Develop and produce brochures and other written and printed information.
2. Operate a personal computer and use word processing, spreadsheet and database software.
3. Complete accurate and comprehensive written and financial reports required by granting agencies and organizations.
4. Write and present grant proposals including estimating, evaluating and tracking costs and budgets.
5. Communicate effectively, orally and in writing, with individuals and groups.
6. Recruit, train, organize and supervise paid and volunteer workers possessing a wide variety of skills.
7. Work constructively in a team environment.
8. Keep accurate and detailed records and information.
9. Establish and maintain effective working relationships with volunteers, supporting agencies and organizations, professional organizations, community groups, the public and

others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent, supplemented by courses in biology, botany, horticulture, natural resource science; and two years of experience in horticultural or natural resource development activities; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

SPECIALTIES

Positions in this class are assigned to one of the following specialties: Generalist (GEN), Natural Resources Youth & Community Program (NRYC), Forestry (FOR), or Trails. Positions assigned to the Generalist specialty are defined in the General Purpose and Essential Duties and Responsibilities sections of the class specification.

Class History:

- Adopted: 11-24-99
- Revised: 01-23-01 Union representation changed from Nonrepresented to COPPEA.
- Revised: 02-01-01 Added Pest Management specialty.
- Revised: 07-01-01 Spec revised as part of the COPPEA Classification and Compensation study. Botanic Specialist I (6011) class created from the following COPPEA class(es):
4120 Botanic Specialist I
- Revised: 01-01-02 Pest Management specialty removed; added to Botanic Specialist II (6012).
- Revised: 09-09-05 "Specialties" section added.
- Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
- Revised: 08-07-06 Revised FLSA status from "Non-exempt" to "Covered."
- Revised: 01-26-07 Added Forestry specialty
- June 2009 - Change Job Class number from 6011 to 30000878 (FOR), due to system change.
- June 2009 - Change Job Class number from 6011 to 30000315 (GEN), due to system change.
- June 2009 - Change Job Class number from 6011 to 30000316 (NYRC), due to system change.
- Revised: 12-18-09 Added Trails specialty
- July 2017 – Updated union name from COPPEA to PTE

30000316 - Natural Resources Youth & Community Program Specialty (NRYC)

GENERAL PURPOSE

Under general supervision, develops and manages youth and community involvement programs that support Portland Parks & Recreation's Natural Resource Program; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages summer and after-school youth employment programs.
2. Makes presentations about programs and related topics to schools, community groups, agency staff and professional organizations; organizes events and activities to provide information, generate support and build partnerships.
3. Recruits, organizes and manages involvement from volunteer groups such as scout troops, schools, community organizations and corporations in projects and activities; develops training and education programs for project staff and volunteers; instructs volunteers and makes classroom presentations.
4. Develops and implements strategies to expand youth and community involvement.
5. Organizes the purchasing of plants and other materials for project implementation.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Planting, culture and maintenance of plantings used for landscaping and restoration of watersheds and riparian areas.
2. Basic methods and techniques of project and resource management.
3. Appropriate methods of debris and non-native plant removal.

Ability to:

1. Plan, organize and implement a community involvement program.

30000878 – Forestry Specialty (FOR)

GENERAL PURPOSE

Under general supervision, develops and manages programs and activities in support of the Forestry Management Plan and Portland Parks & Recreation's City Nature Urban Forestry Program; performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages specific urban tree programs: monitor trees, collect samples, maintain inventories and program data, write ordinances, and prepare and present reports.
2. Manage the urban tree inventory: coordinate field data collection work, assist in project management, conduct analyses, draft reports, and present findings.
3. Provide urban forestry program support: assist in development of policies and procedures, assist in budget development and tracking, develop and track operational program needs, assess program effectiveness, and incorporate changes to meet goals.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Biology, dendrology, and physiology of urban ornamental and native trees.
2. Urban Forestry management issues and techniques, including risk potential of trees to people and property.
3. Threats to trees unique to the urban environment, an understanding of related problems, and methods to combat them.
4. City and State regulations pertaining to urban forestry.
5. GIS software related to urban forestry data management and analysis

Ability to:

1. Identify tree pests and pathogens and the symptoms of infection.
2. Understand the urban forest as part of the urban infrastructure, including stormwater and transportation systems.
3. Communicate biological and legal requirements of urban trees in potentially hostile situations while retaining a professional demeanor
4. Collect and analyze data in support of urban forestry program goals

30001333 – Trails Specialty

GENERAL PURPOSE

Under general supervision, develops and manages programs and activities in support of the Portland Parks & Recreation's (PP&R) Trail Restoration Program which is intended to improve trail access, reduce trail run-off, maintain trail surfaces and improve bridges, boardwalks and other trail features; performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists City Nature West Natural Area Supervisor with organizing and improving trail maintenance for City-wide PP&R trails; develops inventory of trails and trail maintenance requests; helps plan and prioritize maintenance work to maximize impact and efficiencies.
2. Develops stewardship agreements with community groups; assesses trail's needs; works with group to develop work plan; assigns materials; assesses trail work; works with community groups to improve utilization of volunteer resources in the trail program.
3. Oversees trail improvement projects; estimates costs; develops and tracks budgets; obtains resources; monitors and communicates project status; recruits and manages volunteers.
4. Contributes to the growth and development of the Trails Restoration program by identifying needs and opportunities for improvements.
5. Performs field checks of trails undergoing maintenance and improvement work by City or volunteer staff to verify work is in agreement with plans.
6. May serve as coordinator for summary Youth Conservation Crews who are doing work on trails, urban canopy and other natural resources areas (e.g.: invasive plant removal, tree care, trail maintenance, natural areas restoration); coordinates and supports the recruitment of seasonal staff and teens; collects, synthesizes and reports data for all PP&R YCC programs; work with City Nature and Environmental Stewardship supervisors; may present data to City Council and other city leaders.
7. May perform trail work directly, as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Trail survey, design, assessment and maintenance; functional knowledge of the Universal Trail Assessment Process (UTAP).
2. Natural areas restoration.

3. OSHA safety standards
4. Data gathering and analysis.
5. Basic principles of public outreach and involvement.

Ability to:

1. Gather and combine data and provide reports on project progress, accomplishments and costs.
2. Negotiate agreements with community groups; review work performed and follow-up as needed.
3. Work with a safety program, based on OSHA safety standards.
4. Operate utility vehicles, pickups, small to medium-sized vans, sedans and small trucks in natural area parks and on public streets and roadways.

30001584 – Community Gardens

GENERAL PURPOSE

Under general supervision, develops and manages programs and activities in support of the Portland Parks & Recreation's (PP&R) Community Gardens Program which is intended as a multiple site, individual household, and collective gardening program. The Community Gardens Program initiates and implements improvements to established garden locations, develops new garden locations on publicly and privately owned land, and plans and implements programs in collaboration with community groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes programs and community gardens at multiple sites.
2. Coordinates garden sites, supervises staff and volunteers in a variety of tasks, including managing participant registration, information and referral, and newsletter production.
3. Assists in developing strategic plans and development of neighborhood gardens by working with agencies, landowners and community groups.
4. Works with public and private agencies to develop and publicize opportunities for neighborhood gardening and food production opportunities as a municipal community gardens program.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, methods and practices of plant physiology, organic gardening with food crops, principles and practices of natural resource protection, restoration and enhancement.
2. Public parks management and administration and community development principles.
3. Educational programming for multi-age populations for program development.
4. Landscape design, maintenance, and management of plant collections.

Ability to:

1. Evaluate programs through surveys and assessments.
2. Plan, design and develop gardens using agency and community involvement.
3. Train and supervise staff and volunteers.