CLASS SPECIFICATION
Parks and Recreation City Nature Zone Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, manages natural area and forestry programs within an assigned City Nature zone; serves as the City Forester, supervises subordinate supervisors, staff, and a large number of volunteer workers; develops and implements management and business plans for a zone; coordinates services with the other City Nature zone manager, Parks and Recreation managers, and citywide services; performs related duties as assigned. Services include: natural area land and trails management, support and maintenance; ensuring the protection, health, safety and maintenance of park and street trees.

DISTINGUISHING CHARACTERISTICS

Incumbents of this classification plan, organize, and direct the work of subordinate supervisors and staff assigned to a natural areas zone. Within the zone the incumbent is responsible for: ensuring the protection, safety, health and maintenance of the City's urban forests; overseeing the administration and enforcement of applicable City codes and ordinances and resolving conflicts when trees interface with other systems and human needs; development, maintenance and oversight of the Parks Bureau's natural areas and trail system, and managing related programs. Additionally, incumbents are responsible for building a team that works together to deliver services to a geographical area of the city and developing and implementing management and business plans for the zone that address community needs and are consistent with the bureau's strategic plan. The work includes directing and coordinating a large number of volunteer workers who assist in restoration and enhancement projects. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. The work of this class involves significant accountability and decision-making responsibilities.

Parks and Recreation City Nature Zone Manager is distinguished from Parks and Recreation Zone Manager, and Parks and Recreation Zone Maintenance Support Manager by its focus on managing and protecting natural areas, trails, and park and street trees. The latter two classifications focus on developing and managing recreation programs, and maintaining parks facilities and grounds.

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. Plans, supervises and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including

termination to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

2. Develops, implements and monitors work plans to achieve work unit and bureau mission, goals and performance measures; participates in developing and monitoring performance against the annual zone budget; recommends and implements plans, policies, systems and procedures applicable to zone responsibilities.

3. Provides leadership and works with staff to build a cross functional team and to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Participates in the development, implementation and administration of annual management and business plans for the zone including programs, services, policies, and guidelines; insures services are provided in accordance with the bureau's strategic plan.

5. Coordinates with the other City Nature zone manager, other Parks and Recreation managers and citywide services to insure effective delivery of services.

6. Develops and implements communication, education and community involvement strategies for a zone; assists in recruiting and through subordinate supervisors directs and coordinates a large number of volunteer workers; speaks on behalf of bureau at public meetings; investigates and resolves sensitive and/or complex inquires; responds to customer issues; prioritizes competing demands; identifies potential partners and collaborates with organizations to provide related programs and activities on natural areas land.

7. Implements, monitors and reviews service delivery strategies to insure services are successful, cost effective, relevant, and delivered in a timely fashion to meet identified community needs. These services include but are not limited to protecting and ensuring citizen safety, maintaining the established trail system, protecting natural areas, associated sensitive habitats, and water and air quality.

8. Directs and manages natural areas properties including: directs and manages development, expansion and maintenance of natural areas properties, trails, facilities and sites, including Hoyt Arboretum, as well as related database inventories; contributes to the analyses and review of potential land acquisitions, makes recommendations to senior management and public officials; as necessary seeks and secures additional funding and contributes to the development and submission of grant applications; collaborates with non-profit organizations to obtain additional funds or volunteers for various program needs.

9. Directs a horticulture program including plant production and procurement and a Community Garden Program .

10. Directs a forestry program that maintains park trees, inspects street trees, issues tree permits, and prevents the spread of Dutch Elm disease in the City.

11. Works with the Urban Forestry Commission to maintain the Heritage Tree Program; applies and enforces the City tree code, and promotes public awareness and education.
12. Works with other governmental agencies, such as the State of Oregon Tree Board, on issues relating to the urban canopy.
13. Serves as staff liaison to the Urban Forestry Commission
14. Ensures a zone's programs and activities are in compliance with relevant laws, regulations and guidelines; develops and recommends code revisions and additions in coordination with other zone managers; oversees bureau participation in the land use process; coordinates efforts with other permitting bureaus; through subordinate staff, enforces applicable City Code by identifying code violations and initiating fines and civil penalties for code violation, and directs and authorizes the granting and denial of permits.
15. Represents a zone with stakeholders including other City bureaus, forestry commission, public agencies and community groups.
16. Manages contracts, grants and partnerships to ensure compliance with regulations and bureau's strategic plan.
17. Provides clear, concise reports on issues to senior management.
18. In association with the City Nature Manager and other City Nature Zone Manager(s) form a City Nature management team to coordinate City-wide or bureau activities related to City Nature, develop relevant policy and procedures, and prioritize area work into annual management and business plans.

Other Duties:

1. Provides technical advice on citywide, specialized service or program.
2. Serves on various interagency committees and review boards involving natural area or forestry protection and management.
3. Keeps informed of current and emerging trends in the management of urban forestry and natural areas, and environmental issues pertaining to urban landscapes.
4. Manages assigned special projects that involve leading, directing, and coordinating multi-disciplinary project teams including staff drawn from all parts of the bureau.
5. Participates in Emergency Response and Hazardous Management Services; ensures response priorities and dispatch of emergency crews.
6. Participates in the development and review of the bureau's strategic plan.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and current trends related to Northwest habitats, ecosystems, urban forestry, and natural areas protection and management.

2. Administrative principles and methods including goal setting, program development and implementation.
3. Management practices including employee supervision and matrix management.
4. City human resources policies and labor contract provisions.
5. Principles and practices of budget development and administration, and allocation of resources.
6. Educational and community involvement program development, implementation and evaluation tools, techniques, methods and processes.
7. Safety regulations, safe work practices and safety equipment related to the work.
8. Principles and practices of sound business communication.
9. Principles, practices and methods of public speaking.
10. Computer applications related to the work.
11. Federal, state and local laws, codes and regulations pertaining to the work.

Ability to:

1. Manage and direct parks natural areas and urban forestry zone's programs within assigned zone.
2. Select, motivate and evaluate staff and provide for their training and development.
3. Develop a strong customer service culture, a diverse and highly skilled workforce, and a healthy and safe work environment within a zone.
4. Initiate and implement change including continual process improvement to increase efficiency and effectiveness.
5. Interpret and implement strategies and incorporate strategies into detailed action plans.
6. Prepare, administer and monitor a zone's budget.
7. Reconcile competing and changing demands for limited resources within the context of short and long-term organizational goals, objectives and plans.
8. Understand and interpret applicable laws, codes and ordinances.
9. Define and analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action in accordance with laws, regulations, rules, policies and organizational goals.
10. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
11. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders; negotiate and resolve code-related conflicts in compliance with codes and bureau practices.

12. Prepare clear and concise records, reports, correspondence and other written materials.
13. Exercise independent judgment and initiative within general policy guidelines.
14. Operate computer and standard business software.
15. Establish and maintain effective working relationships with those encountered in the course of the work, and work collaboratively with diverse groups or audiences.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in forestry, horticulture, botanical science, or a closely related field; and at least four years of progressively responsible experience supervising forestry or natural areas management programs; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license; will need to receive arborist certification within 6 months of hire date.

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.

Class History:

Adopted: 06-08-05

June 2009 - Change Job Class number from 7823 to 30000756, due to system change.

January 2012 – Added responsibility for City Forester.