

City of Portland

**CLASS SPECIFICATION**

**CITY FORESTER**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Manager or other management- or executive-level position within the Bureau of Parks and Recreation (PP&R). Under general direction, responsible for the overall management of the City's urban forest and forest infrastructure.

Responsibilities include: developing and implementing the City's Urban Forest Management Plan; overseeing and managing the Urban Forestry Commission; managing forestry trust funds; leading, directing, and managing the City's urban forestry programs; reviewing and managing budget allocations; managing subordinate supervisors and other direct reports; planning staff work schedules, deadlines, workflow, and methods; planning, organizing, directing, and evaluating the performance of the organizational unit.

**DISTINGUISHING CHARACTERISTICS**

City Forester is a single-incumbent classification that manages the City's urban forest and forest infrastructure as mandated by City Charter and City Code.

City Forester is distinguished from the Manager series in that the former is responsible for managing the City's forest infrastructure and is required by City Charter to be an arborist.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Oversee and manage the Urban Forestry Commission (UFC); recruit and train new members of the UFC; maintain and support UFC and PP&R management relationships; coordinate with the UFC and City Bureaus/Offices in the development, monitoring and reporting on the implementation of the Urban Forest Management Plan; prepare monthly report on the Urban Forestry Program's activities for UFC review; review and identify budget proposals, programs, projects, and activities; oversee Appeals Board and Heritage Tree Program.
2. Collaborate with Bureaus/Offices, the UFC, agencies, citizens, outside organizations and other stakeholders to develop, implement, and update the Urban Forest Management Plan; manage forestry trust funds; lead, direct, and manage the City's urban forestry programs, Community Gardens, and Horticulture Services programs; direct and lead urban forest management, urban forestry regulation, and emergency tree removal.
3. Create and maintain relationships, and collaborate with Bureaus/Offices, regional and state agencies, neighborhoods, citizens, professional organizations, and other stakeholders; facilitate interagency, intergovernmental, and non-governmental agreements; provide guidance and consultation to partner and stakeholder groups, outside organizations and agencies, and national professional groups regarding urban forest management requirements, practices, and specific projects and programs.

4. In collaboration with the Bureau of Development Services, administer the tree permit program, review development permits for compliance, and process violations as necessary.
5. Lead and supervise forestry education and outreach, and science and policy programs; conduct analyses of City Nature programs and services to identify and formulate improvements and efficiencies.
6. Direct the organizational unit in carrying out the City's and PP&R's vision, mission, and objectives; assist in the development of strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, and programs.
7. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
8. Prepare or lead the preparation of strategic plans and annual work plans; develop, implement, improve, and evaluate programs, projects, workflow, methods, and work products in accordance with the Urban Forestry Program and Urban Forest Management Plan and unit budgets, policies, and procedures.
9. Direct budget development and administration for work unit, including forecasting resources; manage unit payroll and operating budgets; monitor budget to actual revenues and expenditures and suggest adjustments; direct and oversee cost/benefit and resource requirement analyses of the unit budget; manage quarterly and annual budget update processes for the unit.
10. Direct the development and implementation of unit standards; initiate changes and updates to code, policy, and regulations related to the unit.
11. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this class is performed within general direction established by a Manager or other management- or executive-level position within PP&R.

Directly supervises a minimum of four (4) employees. Indirectly supervises staff assigned to subordinate supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of principles and best practices in urban forest management.
2. Thorough knowledge of urban forest science and management, arboriculture, dendrology, natural resource management, program design, and evaluation.
3. Thorough knowledge of the principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the assigned organizational unit.
4. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
6. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
7. Ability to communicate effectively, both verbally and in writing; present information, and recommendations clearly and persuasively in public settings.

8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
9. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
10. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
11. Ability to utilize City-specific technology and general office software.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor’s degree from an accredited college or university with major course work in Natural Resources, Forestry, or a related field;

AND

**Experience:** Five (5) years of progressively responsible experience in managing complex natural resources, forestry, and horticulture, including a minimum of three (3) years in a supervisory role.

**Special Requirements and/or Qualifications:**

Arborist Certification with the International Society of Arboriculture (ISA).

A valid state driver’s license.

**Preferred Qualifications:**

A Master’s degree in Natural Resources, Forestry, or related field.

Society of Municipal Arborists Municipal Forestry Institute Certificate.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: