

MAJOR FUNCTION

This is advanced professional work in community urban forestry and environmental planning, technical or educational work in urban forestry and related environmental programs, landscape architecture, and policy development, implementation and formulation. Work is performed under the general supervision of an administrative superior and is reviewed through conferences, reports and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Collects data, performs analyses, and formulates policy recommendations relating to land use issues as influenced by environmental functions. Develops programs to promote urban forestry issues such as tree protection, streetscape and urban tree planting design and landscape enhancements. Assists in the development and maintenance of appropriate written policies, procedure manuals, and other administrative tasks associated with urban forestry and the landscape ordinance. Responsible for City activities relating to the implementation of the Canopy Roads Management Plan and activities specified in the Inter-local Agreement on Canopy Roads, including working with property owners along canopy roads to establish management plans, reviewing proposed projects that impact canopy roads to ensure consistency with the management plan, and assisting in the acquisition of easements along canopy roads. Conducts research and analysis to identify and prioritize land acquisition proposals through the Greenspace and Environmentally Significant Lands Acquisition Program. Develops management plans for natural areas when they are acquired by the City, and assists in ensuring that such plans are being implemented. Provides urban forestry consultation to the City Commission, citizen advisory boards, other departments, and the public. Serves as the City's urban forestry liaison and develops programs to promote tree protection, planting and re-planting. Performs related work as required.

Other Important Duties

Assists with other workload demands such as placemaking efforts, site plan reviews, public infrastructure/utility coordination, and other projects as needed. Prepares proposals, makes reports, and maintains records. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of urban forestry and landscape architecture as applied to urban land-use planning. Knowledge of city comprehensive plan and land development regulations as they relate to environmental goals of the Division. Knowledge of street tree planting design, streetscape construction and maintenance, tree diseases and pests. Ability to establish and maintain effective working relationships with superiors, other city and county staff, and the general public. Ability to communicate clearly and concisely both orally and in writing. Ability to prepare and maintain reports. Ability to deal tactfully and courteously with the public. Skill in the use of microcomputers and the programs and applications necessary for successful in job performance.

Minimum Training and Experience

Possession of a bachelor's degree in forestry or related field and two years of professional experience that includes urban forestry, forestry or environmental planning; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must be certified as an arborist by the International Society of Arboriculture plus be either a Certified Arborist Municipal Specialist or Registered Landscape Architect at the time of application or must obtain same within one year from the date of employment.

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