

**CLASS TITLE: URBAN AND COMMUNITY FORESTRY PROGRAM
COORDINATOR**

Class Code: 02746800

Pay Grade: 27A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Division of Forest Environment, to assist a superior in the planning, coordination, and implementation of a program of urban and community forestry assistance for towns and cities of the State; to administer federal and local grants that provide planning and inventory support, coordination of volunteer efforts, tree planting programs, emergency management planning and the protection and enhancement of community tree resources;; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for exercising initiative and independent judgment; work is reviewed periodically through written and oral reports, and field inspections for conformance to State and Federal laws, and departmental policies, rules and regulations.

SUPERVISION EXERCISED: Assigns, supervises and reviews the work of subordinates assigned to assist, provides professional guidance to subordinates in the performance of more technical aspects of their work, oversees volunteer programs involved in community forestry.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the planning, coordination, and implementation of a program of urban and community forestry assistance for towns and cities of the State.

To administer federal and local grants that provide planning and inventory support, coordination of volunteer efforts, tree planting programs, emergency management planning and the protection and enhancement of community tree resources.

To administer the Division's Urban and Community Forestry Program including development of annual grant narratives and all program accomplishment reports in compliance with USDA Forest Service requirements.

To maintain records for audit purposes and in accordance with the approved DEM records retention schedule.

To perform administrative and advanced technical work for program elements including the Tree City USA awards, Big Tree Register, "America the Beautiful" grant program.

To assist in urban tree inventory programs; compile statistics on tree inventories and other program elements; coordinate and conduct tree care workshops statewide.

To administer all aspects of the RI Arborist Licensing Program including training, testing and processing of license renewals and issuance of new licenses.

To provide outreach to licensed arborists with forest health and safety updates, and inform the public on the importance of hiring licensed arborists.

To assist in the drafting of community forest resource plans, preparing reports, news releases and forestry brochures.

To conduct general information and education tours for the public for departmental training and community outreach programs.

To administer the Energy Saving Trees Program in collaboration with the National Arbor Day Foundation and other partners.

To improve watershed health and improve the health and wellbeing of urban communities, by looking for opportunities for community forestry programs to assist in adaptation to climate change and reduce runoff.

To assist in the development, coordination and promotion of comprehensive plans for a wide variety of Federal and State sponsored Community Forestry programs.

To participate in comprehensive surveys and in-depth needs analysis of the State and its communities for community forestry programs.

To review and evaluate State and Federal laws, policies, rules and regulations in community forestry programs to ensure community forestry compliance with their provisions.

To serve in a public relations capacity for the programs and the Division.

To build positive working relationships with community leaders, volunteer agencies and groups, in order to coordinate efforts and build synergy in the development and execution of community forest initiatives.

To assist the Division of Forest Environment in the preparation of a budget for Community Forestry programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of the methods and principals employed in community forest management and tree care, including soils, forest ecology, watershed management, horticulture, tree biology, dendrology, entomology, pathology and arboriculture; a working knowledge of public administration, fiscal procedures and personnel management; a working knowledge of the principals of forestry science that is utilized to design and manage projects; the ability to collect and analyze data, and utilize geographic information systems; the ability to develop and implement divisional policies, rules and regulations; the ability to train, supervise and review the work of subordinates; the ability to develop and maintain good working relationships; the ability to foster positive public relations and productive working partnerships; the ability to utilize considerable oral and written communication skills, organizational skills and interpersonal skills to solve problems and facilitate solutions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in the field of forestry, horticultural science, landscape architecture, environmental education or other closely related field with emphasis on course work in urban forestry and arboriculture; and

Experience: Such as may have been gained through: extensive experience working in a state or municipal urban and community forestry program of significant size and complexity in the field of environmental education and outreach.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience

SPECIAL REQUIREMENTS:

1. At the time of appointment and continually thereafter:
 - a. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
 - b. Must possess and maintain a valid motor vehicle operator's license.

2. Within 6 months of appointment:
 - a. Must obtain and maintain a Commercial Pesticide Applicator's License
 - b. Must obtain and maintain a RI Arborist License.

Class Created: September 3, 2017