

**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, urban forestry and natural resource knowledge in developing and implementing botanic, urban forestry, natural areas and horticultural projects; plans activities and events, develops communication and promotional materials to build community interest and works with various partners, 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, urban forestry, 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 and urban forestry 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 and urban forestry databases.

## **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, arboriculture, urban forestry, horticulture, natural resource science; and two years of experience in horticultural, urban forestry 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.

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**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

Revised: 09-04-18 – Revised Forestry specialty to reflect duties of the position.

Revised: 07-25-19 – Revised Community Gardens specialty to reflect duties of the position.

## **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 outreach and stewardship programs and activities in support of the Urban Forestry Management Plan and Portland Parks & Recreation's Urban Forestry Program; performs related duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops and conducts inclusive outreach and education activities, such as presenting to diverse groups, teaching classes, and hosting events to promote awareness of tree care, Portland's tree code, and Urban Forestry.
2. Designs, plans, and manages urban forestry stewardship projects and events, such as tree planting, pruning, and establishment
3. Recruits, trains, and manages volunteers and other staff for urban forestry programs.
4. Develops and implements strategies to expand involvement and working relationships with communities of color, community groups, supporting agencies and organizations, and professional organizations.
5. Develops, writes, and publishes communication materials, including websites, newsletters, social media, brochures, and reports.
6. Manages specific urban tree programs: monitor trees, collect samples, maintain inventories and program data, write ordinances, and prepare and present reports.
7. Provide urban forestry program support: assist in development of policies and procedures,, assesses program effectiveness, and incorporates changes to meet goals.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Principles and practices of arboriculture and urban forestry, including tree planting, pruning, pest and pathogen management, preservation, planning, and benefits of trees.
2. Methods and techniques of inclusive community outreach and involvement, education, and volunteer management.

3. City and State regulations pertaining to urban forestry.

**Ability to:**

1. Plan, design, manage, and evaluate tree planting and stewardship projects using agency and community involvement.
2. Recruit, train, organize, and supervise diverse volunteers and other staff possessing a wide range of skills.
3. Communicate effectively with individuals, groups, and diverse stakeholders.
4. Prepare clear and concise communication materials.
5. Evaluate programs through surveys and assessments.

## **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; performs related duties as assigned. which is intended as a multiple site, individual household, and collective gardening program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Initiates and implements improvements to established garden locations; develops new garden locations on publicly and privately owned land; oversees garden development projects; develops and tracks budgets; obtains resources; monitors and communicates project status.
2. Organizes, plans and implements programs and community gardens at multiple sites in collaboration with community.
3. Recruits, organizes, and manages volunteers; develops training and education programs; supervises staff and volunteers in a variety of tasks, including managing garden operations and outreach.
4. Assists in developing program strategic and operational plans by working with agencies, landowners and community.
5. Develops and conducts inclusive outreach and education activities to provide information, publicize garden opportunities, and build partnerships and relationships.
6. Assists in developing program policies and procedures, assesses program effectiveness, and incorporates changes to meet program goals; applies policies and educates program participants on policies.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Principles, methods and practices of organic gardening, food production techniques and community gardening.
2. Principles, methods and practices of natural resource protection, restoration and enhancement.
3. Principles, methods and practices of weed identification and management techniques.

4. Public parks management, administration and community development principles.
5. Basic principles of public outreach and involvement.

**Ability to:**

1. Collect and analyze data in support of program goals.
2. Plan, design and develop gardens and garden programs using agency and community involvement.
3. Recruit and train staff and volunteers.
4. Develop and deliver educational programming.
5. Communicate program policies and requirements in potentially hostile situations while retaining professional demeanor.

**Licenses; Certificates; Special Requirements:**

First Aid and CPR certification within six months of hire.