



**City of Klamath Falls**

**Position Description**

Position: Parks Community Relations Manager & Urban Forester	Group: Non-represented
Department/Site: Public Works/Parks	FLSA: Exempt
Evaluated by: Public Works Director	Salary Grade: 124

**Summary**

The Urban Forester & Community Relations Manager is responsible for management of the natural resources program including open space, trails, forestry programs, fuels reduction, noxious weeds, and natural areas restoration projects. Negotiates and/or administers contracts, grants, and cooperative agreements with federal, state, and local governments and community volunteer organizations.

Additionally, this position directs all aspects of the Division’s internal and external communications and public relations. Develops and establishes communication initiatives, manages strategies to strengthen the Division’s reputation, builds positive relationships with patrons/community, and reinforces the Division’s brand. Position provides input and assistance with the long-range planning, site design, and master planning of new and existing parks and recreation facilities.

- Position works under the general supervision of the Public Works Director
- Direct supervision is provided to Pool Manager and community volunteers
- Position works in collaboration with the Parks Manager and Maintenance Manager

**Distinguishing Career Features**

The Parks Community Relations Manager & Urban Forester is a middle management position, responsible for integrating Urban Forestry practices and coordinating and outreach to various community groups to enhance volunteerism and community engagement in the City’s parks. The position combines business, construction, maintenance, and public information and community engagement. The position also supervises and supports the Pool Manager and the Ella Redkey Pool.

**Essential Duties and Responsibilities**

- Works in collaboration with Parks Manager and Maintenance Manager to ensure departmental goals, objectives and priorities are met.
- Provides direction and supervision to the Pool Manager and general operations of the Ella Redkey Pool.
- Develops, implements and oversees the natural resources program including open space, trails, forestry programs, fuels reduction, noxious weeds, and natural areas restoration projects.

- Performs and directs professional tree planting, pruning, and removal of street trees and trees within City parks. Provides management oversight of the City of Klamath Falls Street Tree Plan.
- Manages specialized program areas which includes scheduling and completing projects and work as assigned.
- Promotes and coordinates work assignments within City parks for community volunteer groups.
- Oversees and assists with the preparation of grant program applications for parks project improvements.
- Assists with the preparation of annual park services and pool budget; assists with budget forecasts for staffing, materials, and equipment.
- Promotes City-wide goals and objectives in a positive manner.
- Organizes and conducts public meetings with the Parks Advisory Board.
- Prepares and presents staff reports and other necessary correspondence related to special projects and community partner organizations.
- Attends and participates in public meetings on a variety of park issues, as required; provides staff input and represents Parks Division goals and strategic plans.
- Serves on a variety of committees and task forces.
- Responds to citizen requests and inquiries regarding park facilities and improvements; responds to and resolves difficult and sensitive citizen inquiries and requests.
- Participates in planning for asset improvements within parks and open space areas.
- Reads, interprets, and advises on the preparation of landscape construction drawings.
- May prepare landscape design documents for specialized projects.
- Assists crew, as needed, in performing specialized landscape gardening maintenance.
- Operates and transports equipment and vehicles as needed; operates equipment safely and with care at all times.
- Identifies safety-related issues and ensures that safe conditions prevail in all park facilities.
- Ensures technical and safety training is provided for Ella Redkey Pool staff.
- Acts as a Mandatory Reporter; reports incidents of child abuse/neglect.
- Performs other duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

Extensive Knowledge of: organizational administration, standards, practices, procedures and trends; practices and principles of horticulture, urban forestry, natural resources management in an urban environment, landscape maintenance; safety and occupational hazards applicable to the supervision of staff and participants of a diverse recreational environment; principles of supervision and personnel practices. Possess an understanding of the operational characteristics, services, activities, and practices and principles of governmental budgeting and purchasing, maintenance of public records, and administration of a large park operations program.

Good Knowledge of: various software packages, including word processing, spreadsheets, and maintenance management and budgeting systems.

Skills and Ability to: communicate effectively and persuasively in both oral and written form; plan, coach, train and direct City staff to maintain the urban forest; identify and respond to sensitive community and organizational issues, concerns and needs; research, analyze and evaluate new service delivery methods and techniques; computer competency in word processing, data entry and spreadsheet applications; facilitate meetings with City staff, other organizations and volunteer groups; exercise initiative and good judgement; analyze, interpret and present statistical data to audiences of varying levels of subject sophistication; develop and monitor a complex budget; excellent supervisory, interpersonal, problem solving and conflict resolution skills; strong listening, analytical, research and critical thinking skills; exceptional ability to work cooperatively with others and create a positive, constructive relationship with staff and the general public; exercise diplomacy and tact in confronting conflicts and sensitive issues; prepare concise and complete documents, reports, and correspondence; establish and maintain effective, cooperative and respectful working relationships with all contacts.

### **Physical Abilities**

Physical exertion includes walking, traversing rough, uneven terrain on job sites, bending and the ability to lift and carry up to 30 pounds unassisted, pushing, and pulling. Frequent focus on a computer screen. Manual dexterity and coordination will be required, making up more than 30% of the work period. Daily precise control of fingers and hand movements while operating computer keyboard, telephone, standard office equipment, and various types of small and large mechanical equipment.

### **Education and Experience**

1. Associate's degree in Park Management, Horticulture, Arboriculture, or related field; AND
2. four (4) years of progressively responsible experience in park and recreation leadership and park maintenance operations, facilities management, OR
3. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties and essential functions required of the position.

### **Licenses and Certificates**

1. Possession of or ability to obtain within 30 days of hire a valid Oregon driver's license.
2. Required within 12 months of hire:
  - a. Certified Pool Operator Certification
  - b. Certified Landscape Technician Certification (CLT), or equal

- c. International Society of Arboriculture Culture Certification, or equal
3. Preferred:
  - a. Public Pesticide Application License
  - b. Community Tree Management Institute Certification, or equal

▪ **Working Conditions**

Position often requires long hours, which may include attendance at evening meetings and weekends. Political nature of position can be delicate and challenging. Pressures and stress of the position include meeting deadlines, dealing with a wide variety of citizen concerns, and balancing divergent public opinion, including occasional dealing with distraught or difficult individuals. Work is performed in both an office environment and outdoors in varied weather conditions. May require emergency call-out during off duty hours. Incumbent may encounter regular exposure to hazardous chemicals, vibration, fumes and high noise levels.

▪ **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.