



CITY OF ALBANY NATURAL AREAS COORDINATOR

Under general supervision, plans, organizes, and coordinates the City's natural areas program; oversees vegetation management, including determining types of invasive and native plants to develop methods of control or to protect and encourage plants; implements the maintenance program; and performs related works as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Manager. Exercises no supervision of staff.

Class Characteristics

This is a single position classification, responsible for the overall implementation of a citywide natural areas program and maintenance program. The incumbent performs vegetation management, including determining types of invasive and native plants to control or protect and encourage plants. The incumbent is required to work independently and with a high degree of judgment on matters dealing with vegetation management.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Determines types of invasive plants, locations and coverage, and ecological and site characteristics; develops methods of control.
- Determines types of native plants, locations and coverage, and ecological and site characteristics; develops methods of protecting and encouraging them.
- Interfaces with the Fire Department, Urban Forester and others in the City; coordinates with stakeholder groups on managing vegetation for fire prevention, safety, ecological health and trail design and maintenance.
- Evaluates possible effects of vegetation management activities on wildlife and park users and makes plans accordingly.
- Produces budgets and work plans for controlling or eliminating invasive plants, encouraging native plants, and reducing fire and safety hazards.
- Compiles and advertises Requests for Proposals for vegetation work.
- Manages contracts for vegetation work and supervises contractor crews.
- Supervises volunteers at Friends of Albany Parks events in planting, weeding, and clean up.
- Coordinates formal volunteer group activities, including scout projects and school classes.
- Assists in coordinating the implementation of the City's IMP policy.
- Performs related duties as assigned.

Knowledge of:

- Essential elements of a comprehensive vegetation management program, preferably within local government.
- Ecology, botany, biology, forestry and environmental science.
- Principles and practices of project and program management.
- Principles and practices of budget administration.
- Occupational hazards and standard safety procedures.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Record keeping, report preparation, and filing methods.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Make sound decisions in a manner consistent with the essential job functions.
- Analyze complex issues and develop and implement appropriate responses.
- Courteously respond to community issues, concerns and needs.
- Assist in development of the vegetation management program budget.
- Observe safety principles and work in a safe manner.
- Maintain accurate records and files.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade supplemented by college-level course work in biology, ecology, forestry, botany, or a related field; a Bachelor’s degree is preferred. Three years of experience in biology, ecology, forestry, botany, or a related area.

Licenses and Certifications

Valid California Driver’s License.

Physical Demands

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; to operate a motor vehicle and to visit various locations throughout the City; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Positions require the ability to walk, stand, or sit for prolonged periods of time; walk on sloped, uneven, and slippery surfaces; work around poison oaks; stoop, bend over, and kneel; sufficient manual dexterity and eye-hand coordination. Employees must possess the ability to occasionally lift, carry, push, and pull materials and objects of light to moderate weight with the use of proper equipment.

Environmental Elements

Employees work in an office environment and field environment with moderate noise levels, varied weather conditions, exposure to noise, dust, fumes, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification may independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

