FORESTER VI/V/IV  
(URBAN AND COMMUNITY FORESTER)  
POSITION NO. 11307

I. IDENTIFYING INFORMATION

Current Class Title: Forester VI/V/IV  
Position Title: Urban and Community Forester  
Position/Pseudo Number: 11307  
Department: Land and Natural Resources  
Division (Office): Forestry and Wildlife  
Branch: Administration  
Section: Forestry  
Unit: N/A  
Geographic Location: Downtown Honolulu, Oahu

II. INTRODUCTION

Function of this Section:
Facilitate the sustainability of forests and forest products on private and state-owned lands through a variety of programs, technical skills and policy development.

Purpose of the Position:
The Urban and Community Forester position coordinates community engagement and outreach for the Division of Forestry and Wildlife and administers and directs the state-wide Kaulunani Urban and Community Forestry (UCF) Program. The position provides leadership and vision for communities throughout the state on the importance of maintaining healthy forests, developing self-sustaining urban forestry programs within their community, connecting people to their surrounding forest ecosystems, and sharing the benefits of Hawaiʻi’s forests and forest management and health needs and concerns. This includes providing direct leadership, assistance, and support of private, non-profit, and government organizations involved or interested in urban and community forest management. The position provides educational outreach to communities to coordinate and promote the installation of best management practices to protect soil, water and other significant natural resources, as well as engages urban and rural residents in forest management needs, concerns and opportunities.

The Urban and Community Forester position will develop, facilitate, analyze, and adapt engagement and outreach strategies and efforts to Hawaiʻi’s forest users, stakeholders, and urban and rural communities. Marketing strategies and initiatives will be tailored to improve the Division of Forestry and Wildlife’s relationship with the general public, stakeholders and special interest groups. This position will also be responsible for the Division’s overall communications while working in conjunction with the Department of Land and Natural Resource’s Communications Unit. This position may be required to represent and speak on behalf of the Division of Forestry and Wildlife on all managers of natural resource management issues, as appropriate.
The Kaulunani UCF Program is managed through the Division of Forestry and Wildlife, and funded cooperatively through the Division, a grant from U.S. Forest Service, and contributions from local non-profits and community groups. This position, as the State UCF Program Coordinator, offers technical, financial, and volunteer assistance to cities and towns statewide to address invasive tree management, forest health vectors, replacement of trees to restore green infrastructure services, increase property values, conservation of energy and mitigate wildland fire hazards. The position is responsible for planning and directing statewide UCF projects and activities to manage Hawaii’s community forest resources through programming; financial assistance; providing technical assistance and training to communities and forestry professionals; publicizing program activities; and administering the budget, grants and other resources of the program. Duties of the positions will require coordination, policy interpretation and individual initiatives to resolve issues as they arise. The position will develop, organize and promote programs which strive to create urban and community forest ecosystems. Employee will work with local governments, communities, organizations, industry and public to promote the beneficial effects of urban forests and their associated connections to surrounding forest ecosystems.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Manage the statewide Kaulunani Urban and Community Forestry Program 50%

Provide leadership and vision for communities throughout the state to acknowledge the importance of maintaining healthy urban forests, develop self-sustaining urban forestry programs within their community, and connect people with the forest.

1) Plan and direct statewide Urban and Community Forestry projects and activities to manage Hawaii's community forest resources through programming, technical, and financial assistance. This involves long-range planning, developing policies and rules, establishing program criteria, evaluating the effectiveness of programs and ensuring compliance with state and federal laws and grant requirements.

2) Track and administer the annual UCF budget, including U.S. Forest Service grants, state funding, and funding generated through alternative funding sources. Seek and secure additional UCF Program funding sources to support the implementation of goals and objectives for Kaulunani.

3) Administer volunteer, partnership, and community assistance agreements and/or contracts to support communities statewide and build non-profit partnerships within communities that will support urban forest initiatives.

4) Develop and maintain partnerships with civic groups, private sector business, legislative and congressional representatives, local governments, state and federal partners, etc. Seek opportunities to increase community awareness and provide outreach programs to champion the value of trees and urban forests.

5) Provide technical and educational assistance on urban forestry, urban ecosystems, and forest management to the general public, communities, property-owners, and professionals that support or discuss elements of sustainable urban and community forest ecosystems.

6) Coordinate and engage the Urban and Community Forestry Council and other relevant groups or organizations.
7) Provide advice and support for development and management of State and private tree nurseries to support supply of healthy, structurally sound stock, and non-invasive species.

B. Engage Hawaii’s urban and rural communities 35%
Develop programs and initiatives for engaging communities in their surrounding forest ecosystems and those found in the Hawaiian Islands. Highlight the work, needs, and initiatives for those natural and cultural resources managed by the Division of Forestry and Wildlife.
1) Direct the development of community and stakeholder engagement in natural resource management to improve communication between the Division, the public, and stakeholders.
2) Design and conduct surveys of program clients to clearly define Division opportunities and constraints, gather input for developing program direction and project objectives, and to assess the effectiveness and capture accomplishments of the Division in meeting community and programmatic needs.
3) Develop sampling method and group, develop survey questionnaires, direct Division staff in the collection of data, conducting statistical analyses, and summarizing findings in a narrative reports.
4) Represent Hawaii’s interests and concerns in the development of national and regional initiatives and policies, legislative initiatives, including preparing informational materials for elected officials, providing input on the development of new programs and drafting issue papers on pending or proposed actions related to urban forestry.
5) Design and produce program informational and educational materials such as brochures, newsletters, magazine and newspaper articles and videos to provide pertinent, current and technically accurate educational materials for program participants and the public.
6) Survey program clientele to identify information needs, research existing technical information and literature, consult with other forestry specialists, and coordinate production of informational materials with Division staff, program cooperators and contracted consultants.
7) Prepare and present verbal and written reports to the association on program accomplishments.
8) Publicize and promote community forest management to solicit increased participation and support among clients, cooperators and the public. Contact potential communities, partners, and cooperators; meet with them in person; organize community forestry demonstrations, award ceremonies and other events; make presentations at events; arrange for and give interviews on radio and television programs; write news releases; and carry out direct mail and other marketing and advertising campaigns to reach targeted audiences.

C. Supervisory Activities 10%
Supervises and instructs the Natural Area Reserve Specialist (position 46763, SR20) in order to achieve planned objectives including:
1) Develop short and long-term work plans for the statewide Urban and Community Forestry Program to ensure community needs are met in a timely and efficient manner.
2) Determine Urban and Community Forestry program objectives and assess DNRC staff and resource limitations to determine the feasibility of work plans.
Periodically the need arises to supervise Interns or contracted temporary help performing program support work.

D. Other Duties As Assigned

Perform a variety of professional forestry, public relations and research activities as assigned by the Section Supervisor in support of the Division of Forestry and Wildlife mission and objectives. This includes representing the Division at conferences and meetings, directing special projects, attending on-going education and training as directed, and the support of the Fire Management Program including fire suppression duties as per advanced training provides.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor

Immediate Supervisor for this position is the Division Administrator, Position No. XXXX

B. Nature of supervisory control exercised over the work

Instruction and guidance are general. The supervisor’s advice and guidance are requested in the setting of priorities, and matters involving policy. While some tasks come as a result of needs and problems, much of the work is gained by formal training, personal study, review of reference material, and consultation with peers and specialists.

C. Nature of Available Guidelines Controlling the Work

Procedural directives, controls, and goals are given in the State Plan, Functional Plans, Forest Action Plan, Department and Division policies and Administrative guidelines, Hawaii and U.S. Forest Service technical manuals, other forestry publications, and appropriate county, state, and federal statutes and regulations.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid State of Hawaii driver’s license. The position requires International Society of Arboriculture Arborist certification or ability to obtain within 6 months of employment

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge

Principles and practices of forest and urban forest management; methods and techniques of technical forestry work; forest fire hazardous and wildland urban interface management; social and economic considerations for forest management; characteristic conditions and interpersonal relationships with communities and natural resources; and a comprehensive grasp of forestry problems, practices, and solutions and opportunities for engagement of communities in natural resource management.

B. Skills/Abilities

Forest management needs, concerns, and techniques in Hawaii; initiative to work independently and without supervision to accomplish program goals; marketing, planning, policy, budget, conflict management and resolution, data collection, advanced mapping and imagery interpretation, including GIS; ability to handle interacting on complex forest management issues to a variety of stakeholders and educational backgrounds. Strong interpersonal communication skills will be highly beneficial. Experience with computers and presentation skills are desirable
C. Education
A Bachelor’s degree from an accredited college or university with a major in forestry or closely related natural resource field is required. A Master’s degree with a focus in forestry, urban forestry, horticulture, arboriculture, forest ecology, or related field is preferred.

D. Experience
Three/Four (3/4) years if specialized experience at the Forester IV level. The required knowledge, skills and abilities are typically acquired through a combination of education and experience including program management, forestry, marketing and grant and contract administration experience.

VII. TOOLS, EQUIPMENT AND MACHINES
N/A