

The Position



PORTLAND PARKS & RECREATIONSM

Healthy Parks, Healthy Portland

Job Appointment: Full Time

Work Schedule: Monday - Friday 7am-3:30pm

Work Location: In person at 10910 N. Denver Ave., Portland, OR 97217. There is opportunity for limited remote telework. Remote work must be performed within Oregon or Washington. For more information, [click here](#).

Benefit: Please check our benefits tab for an overview of benefits for this position

Language Pay Premium Eligible: This position is or may be eligible for [Language Pay Differential](#) for qualifying employees.

Union Representation: This classification was recently recognized as represented by a new labor union, City of Portland Professional Workers (CPPW). Terms and Conditions are currently being negotiated as part of a new CPPW collective bargaining agreement. To view current labor agreements, please click [here](#).

Application Material: Please click APPLY to submit your application via the City of Portland's online portal. You will need to respond to the supplemental questions and attach a resume.

Position Summary:

Join us as PP&R Urban Forestry's first Tree Procurement Coordinator and play a vital role in expanding our tree planting program. In this new position, you will coordinate the purchase of up to 10,000 urban trees annually from nurseries across the west coast. Your mission is to secure large quantities of high-quality trees grown to specific standards for Urban Forestry's planting programs. This role is funded by a historic investment in climate justice from the [Portland Clean Energy Community Benefits Fund](#).

You will work closely with tree planting project managers to forecast and determine the quantities and types of trees needed for programs such as [Free Street Trees](#) and [Learning Landscapes](#). By coordinating needs across all UF programs, you will ensure that purchases align with species diversity goals. Your

responsibilities include inspecting stock, selecting trees for purchase, and coordinating logistics, such as delivery to City tree planting contractors. You will ensure that all trees meet City of Portland standards, contract specifications, and the best management practices of the International Society of Arboriculture and the American National Standards Institute. Strong Excel skills are essential for accurately tracking and reporting inventory.

Additionally, you will seek and implement long-term solutions for tree procurement, including establishing growing contracts with nurseries to produce specific tree species and cultivars to size and quality standards. This will involve outreach to nurseries, developing working relationships, writing growing contract specifications, and ensuring adherence to contract terms. This is a dynamic and evolving position, with duties that may shift over time as our tree procurement program develops. Spanish speakers are highly encouraged to apply.

What you'll get to do:

- **Coordinate** the procurement of up to 10,000 trees annually for PP&R Urban Forestry tree programs.
- **Identify** and evaluate potential growers and vendors, conduct outreach, and establish working relationships.
- **Onboard**, train, and support growers and vendors.
- **Collaborate** with project managers to determine immediate and future tree stock needs, including species, sizes, stock type, and other relevant criteria.
- **Inspect** tree stock at nurseries and upon delivery to ensure trees meet quality and size specifications.
- **Train** staff and planting contractors on nursery stock inspections (e.g., tagging trees at nurseries, delivery inspections, and day-of-planting inspections).
- **Manage** spreadsheets tracking available inventory at nurseries, trees ordered, trees received, and other data.
- **Create** reports on species diversity, trees procured, and contracts.
- **Research** and recommend terms and specifications for grow contracts for long-term tree procurement.
- **Work** with procurement team members to advertise contract opportunities, evaluate requests for proposals, and establish grow contracts.
- **Monitor** grower performance, ensuring timely deliveries and adherence to contractual terms.

Who you are:

- **Equity Focused:** You use an equity lens to ensure that projects deliver equitable outcomes.
- **Collaborative Team Member:** You help to foster an inclusive, respectful, and culturally responsive workplace.
- **Detail oriented:** An organizer and planner who thrives on details and is uncompromising in consistency, quality, and accuracy.

- **Flexible and Innovative:** You have an aptitude for continuous improvement and thrive in a collaborative, and evolving team environment.

About Urban Forestry and Portland's Forest:

[Urban Forestry](#)'s mission is to manage and ensure Portland's urban forest infrastructure for current and future generations. Portland's urban forest is valued at over \$6 billion and comprised of over 1.2 million park trees, 218,000 street trees and 2.9 million private property trees. The [Urban Forestry team](#) is responsible for the overall management, stewardship, and improvement of this essential infrastructure system. Urban Forestry's work includes delivery of sustainable and equitable forest services to all Portlanders; establishing and enacting best management practices, plans, policies, and technical standards for tree care and protection and urban forest expansion; implementing, enforcing, and proposing improvements to the City's tree regulations; providing tree maintenance services including 24/7 response to tree emergencies on City properties and public streets; tree planting and expansion of urban forest services; measurement and assessment of urban forest coverage, health, and services; offering community education and stewardship programs; and oversight and support of the City's volunteer advisory tree board. Portland is a [Tree City USA](#) for 46 years; a [Tree City of the World](#) and the Urban Forestry program is [accredited](#) by the Urban and Community Forestry Society (formerly the Society of Municipal Arborists).

About the Bureau:

Portland Parks & Recreation (PP&R) is committed to the overall Citywide vision that race will have no detrimental effect on people of color, refugee and immigrant communities in accessing our parks and natural areas, or from the benefit of our services. We recognize, understand, and encourage celebration of the differences that surround us. Diversity and equity are vital to PP&R's ideals and values. The City of Portland, Oregon is a growing and diverse city of 650,000 residents, nearly 20% of whom speak languages other than English at home. PP&R values a diverse workforce and seeks ways to promote equity and inclusion within the organization and with the public. **PP&R encourages applications from candidates with knowledge, ability and experience working with a broad range of individuals and communities with diverse racial, ethnic, abilities, and socio-economic backgrounds.** Although not required, PP&R encourages candidates that can fluently speak another language to include that information in their application materials. Multilingual candidates are encouraged to apply.

Virtual Zoom Meet & Greet Opportunity

Come meet the hiring manager and the senior recruiter! We'll be talking about the position duties and responsibilities, day to day life in the role, review the announcement, discuss how to apply, and answer questions you may have about the position.

July 25, 2024
12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81968079157>

Meeting ID: 819 6807 9157

Have a question?

Contact Information:

TroyLynn Craft

Senior Recruiter

troylynn.craft@portlandoregon.gov

To Qualify

The following minimum qualifications are required for this position:

1. **Experience** conducting outreach, networking, and relationship building with diverse audiences.
2. **Experience** procuring trees for urban tree planting projects.
3. **Experience** leading projects, including developing work plans, coordinating with stakeholders, and evaluating outcomes.
4. **Experience** with Excel, including managing spreadsheets, using advanced functions, and analyzing data sets.

The Recruitment Process

STEP 1: Apply online between July 22 - August 5, 2024

Required Application Materials:

- Resume
- Answer to the Supplemental Questions (click on the Questions tab to preview the questions)

Optional Application Materials:

- If you would like to request Veteran's Preference, please submit your Veteran documents (ex, DD214-Member 4, VA Benefit Letter, etc.) by the closing date of the recruitment.

Application Tips:

- Your responses to the supplemental questions should include details describing your education, training and/or experience, and where obtained, which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your résumé should support the details described in your responses to the supplemental questions.

- **Salary Range/Equity Pay Analysis:** Please note per the [Oregon State Pay Equity Law](#) your salary is determined based on the experience and education listed in your resume/application. It is strongly encouraged to include any transferable experience (paid or unpaid regardless of how recent) to ensure your offer is reflective of all directly related and equivalent experience.
- **Do not attach any additional documents.**
- **Please note,** all completed applications for this position must be submitted no later than on the closing date and time of this recruitment.

Step 2: Minimum Qualification Evaluation: [Week of August 5, 2024](#)

- An evaluation of each applicant's training and paid and unpaid experience, as demonstrated in their resume and supplemental questions, weighted 100%.
- Your résumé and responses to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- You have 14 days from the notice of the minimum qualification evaluation results to let us know if you would like to review and discuss your evaluation result. Please read the City of Portland [Administrative Rule 3.01](#) for complete information.
- Additional evaluation may be required prior to establishment of the eligible list and/or final selection.

Step 3: Establishment of Eligible List: [Week of August 12, 2024](#)

- Candidates who meet the minimum qualifications will be placed on the equally ranked eligible list.

Step 4: Selection (Interview): [Early September](#)

- Hiring bureau will review and select candidates for an interview.
- Please note, the selection process may take up to 90 days from the notification of being placed on the eligible list.

Step 5: Offer of Employment: [Late September - Early October](#)

Step 6: Start Date:

- A start date will be determined after all conditions of employment have been met.

***Timeline is approximate and subject to change.**

Additional Information

[Click here](#) for additional information regarding the following:

- **City of Portland Core Values**
- **Recruitment Process - Work Status**
- **Equal Employment Opportunity**
- **Veteran Preference**
- **ADA, Pregnancy, and Religious Accommodations**

An Equal Opportunity / Affirmative Action Employer