

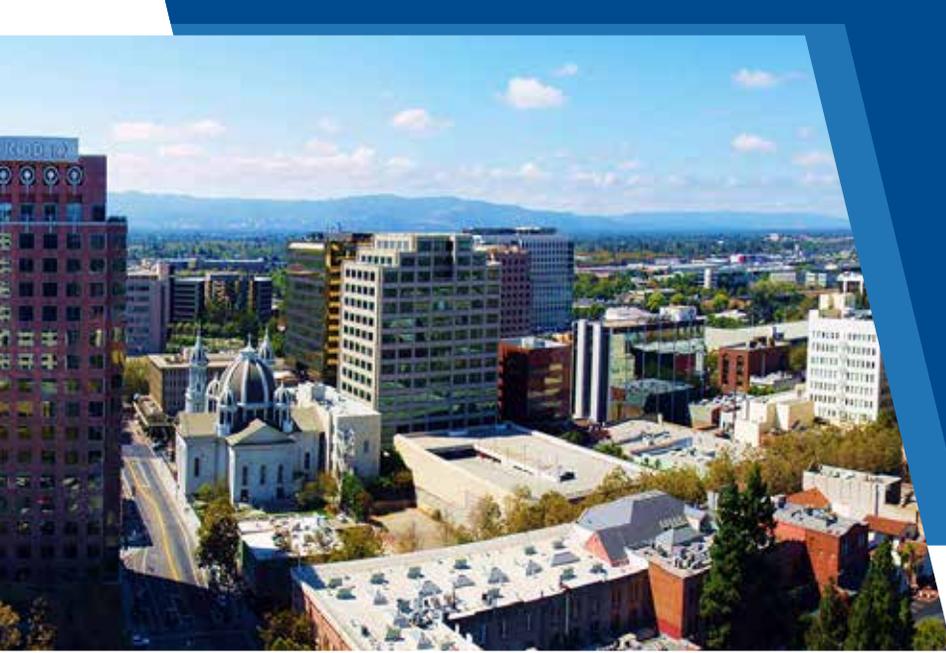
CITY OF SAN JOSE
DEPARTMENT OF TRANSPORTATION

Urban Forester

(PROGRAM MANAGER)

This is a unique opportunity to help build an urban forestry program from the ground up as the first Urban Forester for the City of San José! We are looking for someone with vision, perseverance, and a strong desire to make a positive change as part of a local government.





THE CITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse, large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the City include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

City operations are supported by more than 6,600 positions and a total budget of approximately \$5.3 billion for the 2022-2023 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at www.sanjoseca.gov.

DEPARTMENT OF TRANSPORTATION

The Department of Transportation (DOT) has approximately 500 employees and a current year Operating and Capital Budget of \$575 million. DOT is a customer-focused, goal-oriented organization responsible for services that provide for the safe and efficient movement of people by all travel modes. It plans and programs capital improvements for pedestrians, bicyclists, motorists, and transit users to meet the needs of residents and businesses; operates the City’s parking and traffic systems in a manner that is sensitive to community needs; and repairs and maintains the City’s assets in 2,500 miles of street right-of-way including a massive infrastructure of streets, sidewalks, landscaping, traffic devices, streetlights, sewers and storm drains, as well as playing a vital role in our community forest.

THE POSITION/DIVISION

Reporting to the DOT Deputy Director for Infrastructure Maintenance and overseeing the City's Arborist office and staff, this new position is part of a substantial augmentation of an existing program which is currently focused on the enforcement of the municipal code, managing tree pruning and removal permits, and limited planting activities.

With the February 2022 adoption of the City's first Community Forest Management Plan (CFMP), the scope of the division is set to change. In addition to an aggressive goal to re-establish lost tree canopy, the responsibilities of this position will include but not be limited to the following:

- » Lead and manage City Arborist and staff in "routine" forestry maintenance activities such as approval of pruning and removal permits, coordination of maintenance on City-owned trees, and providing guidance and advice to relevant City departments and stakeholders.
- » Collaborate with other city departments such as Planning Building and Code Enforcement (PBCE), Department of Public Works (DPW), Parks Recreation and Neighborhood Services (PRNS), and the Environmental Services Department (ESD) to ensure that large climate goals are met, development best practices are implemented, and that the urban forest is protected and maintained in all phases of development
- » Oversee newly funded tree planting program with the goal to plant 2,000 trees per year in the City via partnerships or procured contracts.
- » Manage the CFMP workplan with short, medium, and long-term goals to restore the tree-canopy and increase resident awareness.
- » Collaborate with strategic partners to build capacity, raise awareness of urban forestry best practices, and plant and maintain more trees throughout the City.
- » Ensure meaningful engagement with a newly formed Community Forest Advisory Committee (CFAC) to help implement the goals of the CFMP with key stakeholders.





THE IDEAL CANDIDATE

- » **Job Expertise** - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, City-wide and departmental procedures/policies, and federal and state rules and regulations.
- » **Leadership** - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- » **Supervision** - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- » **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

EDUCATION AND EXPERIENCE

- » Bachelor's degree in Forestry, Urban Forestry, Natural Resources Management or a similar field AND five (5) years of directly-related experience, including two (2) years of supervisory experience.
- » Acceptable Substitution: Additional years of directly-related experience may be substituted for the bachelor's degree requirement on a year-for-year basis.
- » License: Designation as an ISA Certified Arborist (or ability to obtain within 6 months).
- » ISA Tree Risk Assessment Qualified, ISA Municipal Specialist, and a Master's Degree are beneficial but not required.





COMPENSATION AND BENEFITS

The approved salary range for this position is **\$116,691.12 – \$151,700.64** (includes 5% non-pensionable pay). The actual salary shall be determined by the final candidate's qualifications and experience.

The City provides an excellent array of benefits, including:

- » **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- » **Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- » **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- » **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- » **Holidays** – The City observes 15 paid holidays annually.
- » **Deferred Compensation** – The City offers an optional 457 Plan.
- » **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- » **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- » **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website:

<https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>

APPLICATION AND SELECTION PROCESS

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the process) by **Monday, November 21, 2022**. Résumé should reflect years and months of employment including beginning/ending dates.

Please go to our website to submit your application: <https://www.cps hr.us/recruitment/2107>

For further information contact:

Pam Derby
CPS HR Consulting
(916) 471-3126
E-mail: pderby@cps hr.us
Website: www.cps hr.us



Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants immediately following the final filing date. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

Per the City's [COVID19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022 to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that employees are required to be vaccinated with the entire recommended initial series of a COVID-19 vaccine (two doses of the Pfizer, Moderna or Novavax COVID-19 vaccine or a single dose of the Johnson & Johnson COVID-19 vaccine).

