

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 002204  
Grade 25**

**FOREST CONSERVATION COORDINATOR**

**DEFINITION OF CLASS:**

This is professional work serving as the County Arborist, with responsibility for managing and coordinating complex and comprehensive conservation programs as prescribed by the Montgomery County Forest Conservation Law (1992 L.M.C., ch. 4, § 1). The majority of contacts are with employees in the same or other departments, high level officials both within and outside of County Government, State and Federal agencies, as well as non-profit and private sector organizations. The purpose of the contacts, which are generally of a cooperative nature and which involve both parties working toward mutual goals, are primarily for the purpose of presenting ideas and technical information, planning, coordinating and implementing programs and/or addressing related issues. While the nature of the work involves frequent interaction with the public, direct one-to-one assistance does not constitute a substantive amount of time.

Employees in this class utilize knowledge of a broad range of concepts, principles practices and subject specific guides, techniques, functions, regulations and procedures in planning, organizing, directing and evaluating the programs and initiatives that comprise the work of the position. This requires advanced knowledge and skill in the use of computers and other related automated technology. The employee independently plans and carries out all aspects of the work, advising upper level management of program status and achievements, as well as potentially controversial matters, politically sensitive issues or far reaching implications of decisions. Completed work is reviewed in terms of overall effectiveness in meeting established goals and objectives. Guidelines are stated in broad general terms and require the employee to utilize independent judgment in adapting approaches, methods and procedures. The work involves a range of substantive issues and unique, complex problems requiring the analysis of unusual circumstances and/or the interpretation of incomplete or contradictory data, which requires the identification of various alternative solutions or approaches and directly impacts the community at large. It is performed in variety of venues and involves moderate exposure to an array of environmental conditions including heat, cold, rain, snow, etc., and involves occasional light physical effort such as traversing rough, uneven or rocky surfaces, bending, crouching, stooping, etc.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Develops and implements comprehensive conservation management strategy and programs to promote the forestation and reforestation of County forests.
- Functions as the principal spokesperson and coordinator of the County Forest Preservation initiative.
- Prepares reports and advises the County Executive and County Council on the effectiveness of established programs in controlling tree pests and diseases.
- Develops and applies GIS and other analytical tools to document information on upland and riparian forest coverage and urban/tree canopy on private lands, public properties and easements.
- Applies models to quantify the benefits of tree and forest cover in removing air and water pollutants, reducing peak storm water runoff flows, moderating urban temperatures and reducing related energy use for heating and cooling.

- Assists in organizing forest conservation projects and related programs for both public and private lands.
- Develops guidelines for the management of urban tree canopy and forest habitat.
- Functions as liaison with citizens and businesses on issues and programs relating to forest and tree conservation and develops mechanisms for public input on conservation strategies.
- Develops informational and educational materials.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge, Skills and Abilities:
- Thorough knowledge of laws, rules and regulations, which apply to the provisions and limitations of program to which assigned.
- Thorough knowledge of the principles, practices and techniques of program development, implementation, management, and evaluation.
- Knowledge of analytical techniques to conduct studies, to analyze findings, and to make recommendations concerning effectiveness, efficiency, and productivity of assigned program(s).
- Skill in explaining and defending ideas and positions, both orally and in writing and persuading individuals and groups to support assigned program activities and/or decisions.
- Ability to deal tactfully, effectively, and equitably with people.
- Ability to attend meetings or perform work at locations outside the office.

**MINIMUM QUALIFICATIONS:**

**Experience:** Five (5) years professional level experience in forest conservation / preservation program related work.

**Education:** A Masters Degree in Horticulture, Forestry, Forest Ecology, Urban Forestry, Ecosystem Restoration, Environmental Science, Natural resources Management, Plant Pathology or other related field.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**License:** Must obtain State Tree Expert License within six (6) months of employment. • Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Limited Core Exam.

**Class Established:** August, 2001  
**Revised:** August, 2013  
 October, 2014  
 May, 2015