

Public Service Assistant II—Urban Forestry Program

Part-time / Temporary Assignment

\$19.00 - \$43.70 per hour

Applications reviewed upon receipt



THE POSITION

This is a Part-time Public Service Assistant position for the City of Fremont to assist the Urban Forestry Program with updating the City-wide Tree Inventory database, tree canopy assessment, and Urban Forest Management Plan. The primary function of this position is to perform data entry of records and administrative assistance as assigned with an emphasis in database maintenance. It will consist of approximately 70% in-office with the possibility of teleworking for a portion of that time and 30% in the field verifying data.

SALARY AND BENEFITS

The hourly salary range for this position is \$19.00—\$43.70 depending on qualifications. This temporary assignment does not include benefits.

IDEAL CANDIDATE

The ideal applicant will have the ability to communicate and articulate clearly, have strong attention to detail, be capable of using mobile devices, and should be familiar with Microsoft Office, Teams, Excel and Word. The ideal applicant would also possess some knowledge of GIS principles, familiarity with computer software, and ESRI Arc desktop.

EXAMPLES OF DUTIES

- Make maintenance recommendations on street and public trees.
- Enter historical maintenance data into spreadsheets, data fields, and reports.
- Ability to articulate Arboriculture, Urban Forestry, or Landscape Architecture knowledge.
- Draft letters, reports, and summaries.
- Read and understand GIS layers.
- Perform data acquisition on GIS and non-GIS datasets.
- Create maps and exhibits.
- Assist in the preparation of administrative documents such as letters, reports, and mapping requests.
- Technical problem solving.

QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be completion or be enrolled in college course work in Urban Forestry, Business Administration, GIS, Geography, or a related field. Formal Municipal Urban Forestry work experience will be considered in place of formal education. Computer experience is required.

APPLICATION INSTRUCTIONS, RECRUITMENT & SELECTION PROCESS

Interested candidates are encouraged to apply online as soon as possible. The position will remain open until filled. To be considered for this position, submit a completed City application, resume, and completed supplemental questionnaire through the online application system at www.fremont.gov/tempjobs. Highly competitive candidates may be invited to participate in an individual and/or panel interviews, fingerprints, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs with a minimum of five (5) days in advance of the selection process by contacting Human Resources at (510) 494-4660 or at humanresources@fremont.gov. The City of Fremont is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Public Service Assistant II—Urban Forestry Program position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your experience as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration in the examination process.

When you apply online, you will be asked to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.

☐ Yes

☐ No

2. What is your highest level of education?

☐ Did not complete high school or equivalent

☐ High school diploma or equivalent

☐ Some college

☐ AA degree

☐ Bachelor’s degree or higher

3. Please list the degree(s) you possess and/or any relevant college course work you have completed in Urban Forestry, Business Administration, GIS, Geography, or related field.

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4. Do you possess an ISA Certified Arborist Certificate?

☐ Yes

☐ No

4. Do you have Municipal Urban Forestry work experience?

☐ Yes

☐ No