

## **New Jersey Board of Tree Experts Program Manager Position**

The New Jersey Board of Tree Experts (NJBTE) Program Manager serves as administrative leader, spokesperson, and ensures that the objectives of services are strictly met, metrics are tracked & analyzed, and a continual focus is placed on the integrity of the New Jersey State Board of Tree Experts in effectuating the Tree Expert and Tree Care Operator Licensing Act N.J.S.A. 45:15c – 11 et. Seq. (The Law).

Responsibilities of the Program Manager (Part Time)

Current responsibilities, not limited to:

- Ensure all aspects of the Law are effectuated at the direction of the NJBTE by directing the efforts of staff and inspectors in an ethical, accurate, timely, and cost-effective manner.
- Provide timely, accurate reports to the NJBTE.
- Serve as NJBTE spokesperson which includes communicating with industry representatives, State Legislature & regulators, the Press and concerned homeowners/consumers.
- Develop and make presentations at conferences, dinners, and industry events to educate the audience on The Law and status of the program.
- Monitor all NJBTE Committees to assure that committee work is progressing and aligns with the strategic plan. Participate in committee calls, when available, to offer support to the various committee chairs.
- Provide timely, effective communication to New Jersey's regulated community of registered businesses and licensed arborists.
- Provide oversight of the NJBTE field investigators in effectively and safely documenting non-compliant, unregistered tree care businesses, unlicensed arborists, and anyone performing arboricultural work not in accordance with NJ State Law.
- Develop and maintain relationships with like-minded organizations, such as the NJ Shade Tree Federation, Committee for the Advancement of Arboriculture, NJ Society of Licensed Tree Experts and ISA Chapters, to foster communications and understanding of NJ State Law and NJBTE policies.
- Understand all NJBTE policies, finances, prepare and provide periodic financial reports.
- Manage database of regulated community with staff and investigators to facilitate quick access to information.
- Work with staff and contractors to maintain the website to be easy to navigate, access and intuit.
- Be responsible for recommending hiring and terminating to NJBTE.
- Serve as the point of contact for staff on typical human resources questions pertaining to benefits, paid time off, etc.

Hours are flexible and may be more or less than expected hours depending on the time of year. (Estimated 9:00am-3:00pm, 2-3 days/week, 6hrs/day, max 18 hours/week)

Estimated Costs:

Base Compensation: \$32.50-39.00/hr