

POSITION TITLE: NATURAL RESOURCES COORDINATOR

DEPARTMENT: PARKS AND RECREATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Director, Parks and Recreation

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Natural Resources Specialist(s), Seasonal Park Laborers, Seasonal Naturalist, Voluntary Naturalists/workers

DIRECT: 2+ **INDIRECT:** 0
Seasonal Supervisors

POSITION FUNCTION

This position is responsible for planning, developing, programming, and maintaining the natural resources within the management responsibility of the Parks and Recreation Department.

JOB RESPONSIBILITIES

- Works with the Director and/or outside consultants, designs plans for the development and/or protection of parks and park areas designated as natural resource areas;
- Maintains and/or supervises the maintenance and restoration of designated natural areas and facilities associated with those natural areas such as the Rotary Nature Center and Simpson Garden Park
- Plans and conducts year-round nature programs for the general public and groups including summer camps, Scouts, schools, home school groups, etc.
- Responsible for extending natural area interpretation and passive recreation into all City parks, as applicable
- Oversees the documentation, field research, and restoration of natural areas;
- Prepares reports and recommendations about natural resource management and research for the Department and the City
- Oversees operations and volunteer programs at Wintergarden/St. John's Nature Preserve and Simpson Garden Park
- Solicits financial support from local individuals, businesses, and organizations
- Creates public awareness and support of City nature programs and facilities through public lectures, tours, outreach programs, news releases, program guides, brochures, and updates to the web site.
- Researches the availability of natural resource grants and works with the City's Parks & Recreation Director in applying for grants
- Approves/controls use of pesticides/herbicides in park areas and keeps current list of those used in the Parks
- Prepares an annual natural resource section budget and participates in the preparation of the department's annual budget
- Oversees the installment, maintenance, and recordkeeping of memorial trees, benches, etc., throughout the parks
- Works closely with other supervisors to ensure teamwork and cross training;
- Attends departmental staff meetings
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, stoop, kneel, crouch, crawl, reach with hands and arms, use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less, must have clear vision at 20 feet or more, must be able to identify colors, must have good peripheral vision, good depth perception, and must have good fine focus abilities, and must be able to lift up to 25 pounds.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Ability to use spreadsheet, database, word processing and selected job-specific software Must maintain a valid Ohio Driver's License and have the ability to drive Broad-based knowledge of natural sciences including botany, horticulture, geology, wetland functions, wildlife management, and environmental ecology Ability to use motorized tools and equipment including pickup trucks, all-terrain vehicles, tractors/mowers, weed eaters, etc. Ability to obtain a herbicide/pesticide applicator's license <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to organize work, set priorities and meet critical deadlines with a minimum of direction Ability to set goals and develop strategies and schedules for meeting them Ability to adequately allocate resources to meet objectives Ability to use techniques of effective time management Ability to handle multiple priorities and projects Ability to keep clear and accurate records and reports Ability to process paperwork effectively Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information Knowledge of filing methods and records management techniques Knowledge of modern office equipment Ability to anticipate problems and develop alternative strategies for goal completion Ability to plan, organize, assign, and direct work of staff to accomplish goals Ability to effectively coordinate activities of others to meet objectives 	<p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where limited standardization exists; Ability to identify problems, recognizing symptoms, causes and alternative solutions; Ability to interpret a variety of technical information with abstract and/or concrete variables; Ability to make timely, sound decisions; Knowledge of methods and techniques of research; Ability to perform standard business arithmetic, including percentages and decimals; Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference; Ability to draw accurate conclusions from financial and numerical material; Ability to research, compile and summarize a variety of informational and statistical data and materials; Ability to develop original, unusual, successful approaches; Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities; Ability to interpret a variety of instructions in written, oral, diagram, or schedule form; Ability to interpret documents such as safety rules, operations, and maintenance instructions, and procedure manuals; Ability to interpret professional periodicals and journals, technical procedures, and government regulations; Knowledge of budgetary principles and practices; Ability to encourage the creativity of subordinates; Ability to create and readily draw on a large pool of diverse sources for information</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion; Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors; Ability to deal courteously and diplomatically with the general public; Ability to maintain issue confidentiality; Ability to arrive at constructive solutions while maintaining positive working relationships; Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p><i>Leadership Skills</i></p> <p>Ability to take charge and initiate actions; Ability to create an environment in which subordinates are rewarded to accomplishment of group and individual goals; Ability to clearly assign responsibilities and tasks to others; Ability to instruct and train staff; Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals; Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently; Ability to clearly assign responsibilities and tasks to others; Ability to monitor progress and exercise control; Ability to select and evaluate employees and volunteers; Ability to provide performance feedback; Ability to facilitate professional growth</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed outdoors with some office and classroom work involved. There will also be meetings to attend. Work will subject employee to dust, heat, and cold. Work will require employee to work around moving objects. There will be pressure from deadlines. Candidate will be responsible for supervising work crews. Activity schedules are often irregular involving night and/or weekend meetings.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>A four-year college degree required, a Bachelor of Science in Biology, Ecology, Natural Resources, or other related field required (a Master's Degree in related field desirable); three to five years progressive experience; must be able to maintain valid Ohio Driver's license; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.