

POSITION TITLE: NATURAL RESOURCES SPECIALIST

DEPARTMENT: PARKS & RECREATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Natural Resources Coordinator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: "Seasonal Naturalist", seasonal laborers, volunteer naturalists, volunteer workers

DIRECT: numerous **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for assisting the Natural Resources Coordinator with planning, developing, programming, and the maintenance of the natural resources within the management responsibility of the Parks and Recreation Department.

JOB RESPONSIBILITIES

- Works with the Natural Resources Coordinator to develop, maintain, and protect properties designated as Natural Resource areas
- Plans and implements educational programs for the general public, school groups, and other community groups
- Develops and monitors a stewardship based volunteer program, recruits volunteers, and plans and implements volunteer work projects
- Aids in the development of interpretive materials that relate to brochures, signage, and other informational documents, and prepares monthly and annual reports, news releases, and other written information
- Helps develop prairie, oak savana, wetland, and oak/hickory forest management plans
- Helps maintain the nature center(s) by updating existing educational displays, and cares for the natural areas with management practices including prescribed burns, mowing, trail maintenance, and litter control
- Collects, identifies, labels and preserves nature specimens
- Coordinates and documents on-going field research
- Prepares reports and recommendations about natural resource management and research
- Oversees volunteers
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, stoop, kneel, crouch, crawl, reach with hands and arms, use hands to finger, handle o 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 50 pounds.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p>Must be able to use hand tools, tractor with mower attachment, chainsaw, and weed eater</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to process paperwork effectively</p> <p>Ability to use computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to interpret a variety of technical information with abstract and/or</p>	<p>concrete variables</p> <p>Ability to interpret a variety of instructions in written, oral, diagram, or schedule form</p> <p>Ability to interpret documents such as safety rules, operations, and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to take charge and initiate actions</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to instruct and train staff</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed outdoors with some office work involved. Work will subject employee to dust, heat, and cold. There will be pressure from deadlines. Must be able to work heights, work around mechanical hazards, moving objects, and electrical hazards. Must be able to lift up to 25 pounds. Must be able to work without close supervision. Employee will have contact with the public and must be able to deal effectively with all types of people. Work involves working alone, irregular work schedules, and night/weekend work.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>A four-year college degree required, a Bachelor of Science in Biology or Environmental Science preferred; must have understanding of native plant and animal communities; three to five years progressive experience; must be able to maintain a 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.