

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

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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 savanna, 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

Performs other 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 50 pounds.

REQUIRED SKILL SETS - NATURAL RESOURCES SPECIALIST

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Occupational/Technical Skills

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

Must be able to use hand tools, tractor with mower attachment, chainsaw, and weed eater

Administrative Skills

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 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

Cognitive Skills

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 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 research, compile and summarize a variety of informational and statistical data and materials

Ability to develop original, unusual, successful approaches

Ability to interpret a variety of technical information with abstract and/or concrete variables

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

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors with some office work involved. Work will subject employee to dust, heat, and cold. Work will require employee to work around moving objects. There will be pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

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.

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.

REQUIRED SKILL SETS	
<p><i>Natural Resources Specialist - Page 3 of 3</i></p> <p>Interpersonal Skills</p> <ul style="list-style-type: none">Ability to use tact and discretionAbility to deal courteously and diplomatically with the general publicAbility to maintain issue confidentialityAbility to arrive at constructive solutions while maintaining positive working relationships <p>Leadership Skills</p> <ul style="list-style-type: none">Ability to take charge and initiate actionsAbility to create an environment in which subordinates are rewarded for accomplishment of group and individual goalsAbility to instruct and train staff	

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