

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for professional, scientific, and supervisory work, as relates to a broad variety of interpretive nature programs and Nature Center development; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, develops, and administers the programs and budget functions for the Municipal Nature Center
- Monitors the environmental status of two nature preserves
- Supervises and trains Interpretive Naturalist I's and II's positions and volunteers and encourages professional development of all staff
- Supervises and participates in public presentations, including interpretive programs in natural and cultural history, lectures and keynote speeches, and television and radio interviews
- Directs and leads the development of environmental education programs
- Supervises maintenance and repair needs of section
- Prepares definitive instructional aids, including signage and interpretive exhibit development using industry standards for sustainability
- Provides long-range planning of center resource utilization and development and communicates these management goals effectively to staff
- Liaises with the board for the Mary K., Oxley Center Association
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 120 hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description.
2. (a) Graduation from an accredited college or university with a master's degree in resource interpretation; **and**,
(b) One (1) year experience in a nature center or instructional natural science setting *preferred*.

PAY INCREASE OPPORTUNITY

The equivalent of a one-step increase will be awarded upon possession and maintenance of one of the following certifications:

1. Certified Heritage Interpreter; or
2. Certified Interpretive Trainer; or,
3. Certified Interpretive Planner; or,
4. Certified Interpretive Manager; or,
5. The equivalent of one of the above certifications, not previously submitted, as approved by management.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the fields of park and natural history interpretation
- Considerable knowledge of program development and recruitment techniques as involves volunteers for interpretive nature programming

Ability to:

- Ability to administer, supervise, plan, and direct employees and Nature Center program
- Ability to develop and maintain a budgetary plan
- Ability to present a viable program format and set long-range goals to accomplish same
- Ability to prepare and present natural history and nature programs to diverse audiences
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Skill in:

- Skill in effectively communicating across a diverse group of internal and external customers professionally

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds with occasional lifting up to 60 pounds; frequent carrying, pushing, and pulling up to 10 pounds, with occasional carrying, pushing, and pulling up to 60 pounds; may be subject to extended periods of walking; standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Class "D" Oklahoma Driver license
2. Must possess and maintain Certified Interpretive Host and Certified Interpretive Guide certifications through the National Association for Interpretation within one (1) year of date of hire.

WORKING ENVIRONMENT: Working environment is indoors in an office setting, and outdoors and in inclement weather; and may be exposed to weather/temperature extremes, poisonous plants, and insect bites.

EEO Code: E-02

Group: Cultural, Legal and Sciences

Series: Sciences