

CLASS TITLE: NATURAL RESOURCES COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for scientific and instructional work involving the preparation, coordination and presentation of interpretive nature programs; and developing and coordinating a resource management master plan for the nature centers; and other related assigned duties.

ESSENTIAL TASKS:

- Develops, designs and presents interpretive nature programs
- Researches and develops long range resource management plans
- Trains crews in proper habitat restoration methods
- Monitors budget for resource management projects
- Supervises resource management projects, prescribed burns and related activities
- Recruits and trains resource management crews
- Monitors environmental health of 1000 acres of natural area
- Mitigates environmental and physical damage at two nature centers
- Manages complex permit process associated with management projects
- Plans and performs physical improvements related to visitor safety
- Writes and publishes newsletters, articles and training materials
- Maintains good public relations interacting with center visitors
- Acts as curator to research collections
- Creates and maintains database related to resource management duties

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park interpretation, wildlife management, natural sciences or a closely related field; and one (1) year of experience in a nature related work environment; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the fields of park and natural history interpretation; good knowledge of program development for interpretive nature programming; good knowledge of researching procedures to maintain existing natural habitats; good knowledge of the methods of controlling invasive exotic species and reintroducing extirpated native species; and good knowledge of the safety requirements of the work performed. Ability to plan, coordinate and develop indoor and outdoor interpretive presentations; ability to supervise and direct others in various areas of nature center programming; ability to recruit and train volunteers assisting with management projects; ability to make interesting verbal presentations concerning natural history and nature programs to diverse audiences; ability to create and produce public relations materials; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent carrying up to 60 pounds or more; frequent lifting and pulling up to 20 pounds; and occasionally up to 60 pounds or more; may be subject to extended periods of walking, standing, reaching, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and may be required to obtain an Oklahoma State Agriculture Department non-commercial Pesticide/Herbicide applicator's permit.

WORKING ENVIRONMENT: Working environment is both indoors and outdoors and in inclement weather; works rotating shifts, including weekends and some holidays; and some overtime is required.

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Class Code: 2531

EEO Code: N-02

Pay Code: AT-28

Group: Cultural, Legal and Sciences

Series: Sciences

Effective Date: May 8, 2003