

NATURE CENTER SUPERVISOR

FUNCTION OF THE JOB

Under direction, to perform responsible supervisory and advanced professional work involving the programs, research projects, education, and operations of the Retzer Nature Center; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and oversees field studies and research projects related to the environmental education and citizen science program.
2. Develops and manages the annual operating budget.
3. Develops curricula and presents environmental education programs for preschool through adults and for the general public.
4. Plans, develops, and coordinates special events and fund-raisers for the promotion of the center and environmental education program.
5. Participates in the selection, training, supervision, evaluation, and goal setting of park staff and volunteers including management of personnel issues.
6. Contributes to the planning and design of proposed and existing park developments and acquisitions through coordinating the preparation or use of intensive plant and animal studies.
7. Coordinates the observation, inventory, and classifications of plant and animal species in parks and proposed park sites.
8. Approves the location of nature study areas.
9. Assists in the directing and development of programs for the control of herbaceous plants and pest animals.
10. As a member of the ecology team, assists in the assessment of the environmental quality of existing County parks and proposed park sites.
11. Supervises, inspects, and implements maintenance programs to insure the upkeep of trail and nature study areas.
12. Coordinates and makes recommendations for long-range outdoor education and land use planning projects.
13. Monitors wildlife and vegetative management programs, in cooperation with conservation biologist, including periodic mowing, controlled burning, and habitat plantings.
14. Coordinates, prepares, and edits complex and detailed horticultural and nature study brochures, pamphlets, newsletters, informational sheets, and other educational and promotional materials.
15. Responds to public information requests related to plant identification, water quality, and other environmental projects.
16. Encourages individuals, interested groups, and the general public to take advantage of park services and nature study areas by conducting tours, nature hikes and by preparing and presenting educational programs.
17. Directs and oversees research projects and citizen science programs for field study using data to compile detailed facts and records on pollution, plant and animal species, and other subjects.
18. Develops, plans, and coordinates, in cooperation with the Park Foreman, for the maintenance of the Retzer Nature Center building and grounds.
19. Identify and develop collaborative partnerships, volunteers and sponsorships to increase programming potential and revenue for Retzer Nature Center.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of principles, practices, and techniques of environmental education.
2. Comprehensive knowledge of plant materials, ground cover, trees, shrubs, and animal species.
3. Comprehensive knowledge of the principles and techniques used in ecological, horticultural, and nature study research, reporting, and planning.
4. Considerable knowledge of plant diseases and pests, and animal control methods and procedures.
5. Working knowledge of the principles, methods, and techniques used in landscape design work, and in city and regional planning.
6. Working knowledge of supervisory principles and practices.
7. Ability to manage a budget.
8. Ability to utilize word processing, database, and spreadsheet programs, and other project management tools.
9. Ability to independently conduct field studies and surveys and to collect and summarize data.
10. Ability to recommend and initiate corrective action to solve ecological, environmental, and pest problems.
11. Ability to write, design, and lay-out detailed technical reports and brochures.
12. Ability to effectively communicate both orally and in writing.
13. Ability to plan and direct the work of others.
14. Ability to establish and maintain effective working relationships with employees, individuals, and interested groups.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Bachelor's degree from a recognized college or university with major courses in environmental education, botany, zoology, forestry, or a closely related field.
2. Three years of work experience performing duties involving or relating to nature study activities, ecological assessments, or environmental education.