

Tama County Naturalist

Reports to: Conservation Director

Department: Conservation

FLSA Status: Full-Time Non-Exempt

Date: 02/28/2019

POSITION SUMMARY

Under the general direction of the Director, the Naturalist plans, develops, manages and presents environmental education programs within the county both within and outside the county limits. The Naturalist's primary duty is to provide informative and interpretive programs and materials to those living within and visiting Tama County, including students, public and civic groups, and the general public. Works with the Director, local teachers, neighboring educators and partnering organizations to develop curriculum and exhibits for use in the classroom, at the Nature Center and abroad. Generates written material for newsletters, news releases, flyers, websites and social media sites. Helps to maintain Nature Center and coordinate uses including rentals, workshops, meetings, programs, etc. Participates in various wildlife habitat restoration and related functions. Performs related work as required. Weekend, holiday, evening and overnight work may be required.

DUTIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned when deemed consistent with the purpose of the position.

- Works under the direction of the Director to perform environmental education functions of the County Conservation Board
- Identifies target groups within the county who are receptive to various environmental education projects; designs specific programs which are compatible with the public's needs and consistent with departmental goals and objectives
- Maintains, organizes and inventories environmental education equipment and supplies and manages wellbeing of educational animals and their enclosures.
- Works with the Director to facilitate Nature Center uses for educational programs, event rentals, workshops, meetings, etc. and maintains the facility as a clean and presentable public use space.
- Researches information from other sources and networks with other county and state agencies to make information and opportunities available through newsletters, news releases and group meetings
- Teaches and arranges programs and evaluates effectiveness of training given by monitoring results and consulting with teachers, students, school officials and other partners.
- Reads relevant publications, attends conferences and workshops to acquire information which will assist in the development of educational programs for which there is a need.
- Supervises seasonal staff, interns and volunteers as needed, when assigned.
- Provides a safe environment for park users and administers first aid in case of accidents.
- May participate in natural resource management including habitat establishment and maintenance on public and private lands, general forestry practices (such as tree planting,

weed control, pruning, culling, tree identification), planting food plots, prescribed burns, constructing and maintaining nesting structures, fisheries monitoring, and construction of fish habitat

- Works closely with Maintenance Supervisor/Park Ranger when assigned and takes job task assignments from Maintenance Supervisor/Park Ranger when performing maintenance tasks.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- Completion of an associate's degree with at least four years of relative experience or graduation from an accredited four (4) year college or university supported by at least two years of practical job-related experience in areas of expected work. Major course work in natural resources, conservation, forestry and park management, environmental education, biology or botany.
- Valid State of Iowa motor vehicle operator's license. Must be cleared by Tama County's insurer to drive county vehicles
- Under schedule as set by director, must receive certification in First Aid & CPR.
- Knowledge of flora & fauna of Iowa and outdoor recreation skills
- Experience with teaching
- Self-starter, disciplined with good work habits and ethic
- Ability to work days and hours which are necessary with departmental operating schedules
- Capacity to follow oral or written job instructions with a minimum of direct supervision
- Ability to observe conditions in the field, evaluate what needs to be done, and follow through by completing job task
- Must maintain a clean and orderly work station and able to manage and inventory a multitude of program supplies and materials.

COGNATIVE ABILITIES

- Applies knowledge of state and county codes, ordinances and board policies to situations encountered in the field
- Ability to operate standard office equipment including computer literacy. Ability to work proficiently in applicable computer programs such as Word, Excel, PowerPoint, Outlook and other programs as necessary
- Capacity to utilize a variety of written data as contained in manuals and other references relating to environmental education, construction and maintenance, equipment operation and repair, and natural resources management
- Ability to interpret plans and specifications and prepare and write grant applications

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Must be able to interact with users of public outdoor recreation facilities on premises managed by the Conservation Board, able to communicate clearly, personably and professionally with these persons
- Able to interact effectively with fellow workers on a day to day basis
- Able to interact with and teach educational principles to people ranging in age from toddlers to adult

- Able to interact effectively with educators to develop relationships and contacts for providing environmental education in the county
- Able to interact effectively with the general public, other employees, government officials, conservation groups, landowners and farmers

ENVIRONMENTAL ADAPTABILITY

- Required to respond to problem situations encountered by the public, day or night, while on duty or on call, and provide assistance appropriate to the level of training received. This may include, but not limited to, providing medical assistance, communicating with and/or assisting law enforcement and emergency personnel including search and rescue activities, assisting users of facilities during inclement weather, etc.
- Able to tolerate regular exposure to temperature extremes according to the season of the year; ability to tolerate exposure to occupational hazards such as water, high noise levels, odors, dust, pollen, fumes, smoke, chemicals and assorted wildlife

ESSENTIAL FUNCTIONS

- Must be able to lift 20-50 pounds.
- Must be able to climb, stoop, kneel, bend, crouch, crawl, and reach (horizontal or vertical)
- Must be able to stand, walk, and/or sit for periods of time up to four hours without breaks
- Must have clear vision (either with or without corrective lenses), depth perception, and normal field of vision.
- Must have manual, finger dexterity in using various hand/power tools used in grounds, equipment and premise maintenance.
- Must be able to climb into boats and maintain body balance while doing so.
- Must be able to safely operate machinery, equipment, and motor vehicles.
- Must be able to read, speak (clearly and distinctly), and understand the English Language.
- Must be able to withstand adverse environmental conditions such as heat, cold and rain and undesirable elements such as water, high noise levels, odors, fumes, smoke, dust, bugs, rodents, snakes, and chemicals.

Following statement to be signed following hiring.

I, _____, an employee of Tama County, Iowa, acknowledge that I have received a copy of the job description for the position of Naturalist/Park Ranger. I attest that I can perform the essential functions required of this job and understand that I will be expected to perform the described job tasks as well as any comparable tasks.

Signed this _____ day of _____, 20__

Employee: _____

Witness: _____

The Tama County Conservation Board is an Equal Opportunity Employer. Consistent with the provisions of the American Disabilities Act the Board will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.