

NATURAL RESOURCES MANAGER

NATURE OF WORK

This is responsible administrative and professional work directing the overall operation of the Outdoor Education/Nature Preserve Section and in the development, operation and management of the Pioneers Park Nature Center, Hyde Observatory, Wilderness Park and other natural areas.

Work involves responsibility for planning, directing, and coordinating a comprehensive Outdoor Education/Nature Preserve program for the community including implementing environmental education programs, managing natural areas of the Department, and coordinating section programs and activities with other community agencies and organizations; coordinating the planning and construction of interpretive plant and live animal exhibits, supervising and coordinating the operation and management of a regional nature center that serves Lincoln/Lancaster County and surrounding Nebraska counties. Work also includes planning and directing a Capital improvement program and section budget; developing grants; and recommending equipment purchases and requisitioning supplies necessary for the operation of the section. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies, rules and regulations. General supervision is received from the Superintendent of Parks — Administration with work being reviewed through conferences, reports and appraisal of overall effectiveness of services provided. Supervision is exercised over professional and para professional staff.

EXAMPLES OF WORK PERFORMED

Plans and supervises the work of employees engaged in the operation and management of the Pioneers Park Nature Center, animal care activities of the section, volunteer program, gift shop and all collections of natural history; trains employees and ensures observance of proper safety precautions.

Recommends Capital Improvement Projects and prepares and monitors the operating budget; directs the expenditure of funds; monitors expenditures of donation funds; and implements various phases of construction of the Pioneers Park Nature Center and related facilities.

Advises the City and Department Head on land acquisition and use of existing land; plans and implements a land management program for areas of virgin and restored prairie, animal pastures, natural garden areas and native habitat at the Pioneers Park Nature Center, Wilderness Park, wetlands and other natural areas.

Establishes the requirements for housing, feeding, sanitation, and health of animals and ensures standards are maintained; develops and directs animal breeding programs.

Reviews federal, state, and local animal regulations and requirements to ensure compliance; maintains necessary records, permits, licenses, and related items required for operation; plans, locates and schedules all animal acquisitions and subsequent quarantine and acclimatization; instructs subordinates in the modification of unusual animal behavior.

Speaks to various civic, professional, and other organizations and groups on various zoological, wildlife and environmental topics; assists in fund raising activities and/or grant application.

Cooperates with academic institutions and others in the utilization of educational facilities and opportunities available through the Outdoor Education/Nature Preserve Section, including outreach.

Oversees community wide programs including outreach programs that interpret all elements of earth and life sciences to visitors at the Pioneers Park Nature Center and other natural areas; supervises and trains subordinates and other personnel in interpretive activities.

Acts as a resource person for other City departments, the Director, subordinate staff and the public on matters relating to plant and animal life, conservation and related problems.

Plans and implements public relation activities to attract visitors to the Outdoor Education facilities; makes presentations to civic groups, businesses and media representatives; networks with other attractions and agencies to increase visitors to Pioneers Park Nature Center, Hyde Observatory and other attractions.

Represents the Parks and Recreation Department at the Lincoln-Lancaster County Ecological Advisory Committee meetings.

Seeks additional funds for the Pioneers Park Nature Center by developing grants and seeking private donations; coordinates and assists the Friends of the Pioneers Park Nature Center Board in conducting fund raising, promotion, membership and public relations activities.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of federal, state and local regulations involved in the operation and maintenance of natural areas and a public nature center.

Thorough knowledge of the problems involved with exhibiting wild, delicate and potentially dangerous animals.

Thorough knowledge of the principles and techniques of animal keeping including diet, housing, exhibition and breeding of animals.

Ability to inspect animals and discern illness, injury or other disorder, to determine if medical attention is necessary, and to apply preventive medicine techniques as required by a veterinarian.

Ability to plan, assign and coordinate the activities of subordinate personnel.

Ability to establish and maintain effective working relationships with governmental officials, civic organizations, subordinates and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in natural resources, biological science, zoology, botany, horticulture, park management or related field and thorough experience in progressively responsible management positions plus supervisory experience in managing and/or administering a visitor orientated operation. An accredited Master's Degree in an appropriate field may be substituted for a proportionate amount of experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in biological science, zoology, botany, horticulture, park management or related field plus considerable experience managing a natural preserve or related program and supervisory experience; or any equivalent combination of training and experience which would provide the required knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

11/85

Title Change: 8/95

Revised: 12/95

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