

The Maryland-National Capital Park and Planning Commission

TITLE: Interpretation and
Conservation Coordinator
SERIES: Natural Science

GRADE: I **CODE:** 4429
DATE: 1/13/88

Class Definition

Under direction, assists in managing the Interpretation and Conservation Division to perform difficult park management and naturalist work, involving considerable responsibility, complexity and variety. Monitors day-to-day operations and programs of all parks, nature centers and other Division staff (e.g., Exhibits Shop) in one county. Coordinates planning, design and construction of new facilities. Investigates complaints and controversial matters. Manages division in absence of supervisor. Performs other related duties as assigned.

Examples of Important Duties

1. Monitors division operations. Assists in defining goals and objectives. Assists in reviewing and approving major programs and projects. Conducts regular inspections. Advises managers on ways to solve technical problems, comply with administrative procedures and improvement management of facilities. Investigates accidents, fires and crimes. Coordinates activities with other Commission units and government agencies. Keeps supervisor informed about important matters. Recommends management action (e.g., policies and procedures, equipment, training programs).
- @. Coordinates personnel matters. Assists in evaluating work of staff. Counsels staff on ways to improve performance. Initiates disciplinary action. Selects and trains staff. Reviews and approves personnel actions. Investigates and provides information on employee grievances. Coordinates with Department of Administration.
3. Manages division budget. Assists in preparing annual budget request and supporting documentation. Reviews and approves purchase requests, check requests and contracts within the Division. Obtains bids and price quotes. Writes purchase requisitions and check requests. Coordinates with Finance Department.
4. Coordinates new facilities. Works with planners, architects and engineers to plan land acquisitions, construction of new facilities and remodeling of present facilities. Inspects construction work.

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Examples of Important Duties (continued)

5. Coordinates externally. Meets with citizens, community groups, recreation councils, Board of Education staff, Planning Board, County staff and other government agencies to identify needs, plan programs and answer questions about parks and nature centers. Investigates complaints.
6. Conducts research. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other organizations and attends professional conferences to identify new programs, methods, equipment and plants which might be useful to division.
7. Keeps division records. Maintains records of revenues and expenditures, time cards, inventory, accidents and injuries. Writes periodic administrative reports.

Important Worker Characteristics

- A. Knowledge of (1) natural science; (2) business administration; (3) Commission activities*; (4) Commission organization*; (5) Commission policies and procedures*; (6) environmental science; (7) equal employment opportunity; (8) management; (9) Merit System Regulations*; (10) parks; (11) planning; (12) public administration; (13) recreation; (14) safety; (15) supervision.
- B. Skill in operation of (1) vehicle; (2) calculator; (3) boats.
- C. Ability to (1) solve complex problems involving many variables; (2) calculate fractions, decimals and percentages; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly and audibly; (7) make oral presentations to large groups; (8) organize work efficiently.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in natural or physical science, conservation or outdoor education plus six years professional experience as a naturalist or closely related professional; or master's degree in natural or physical science, conservation or outdoor education and four years professional experience as a naturalist or closely related profession.
2. An equivalent combination of education and experience.

3. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Works in office. On-call 24 hours. Works occasional weekends and holidays. Considerable pressure to meet deadlines. Occasionally exposed to weather and outdoor hazards. Regularly deals with public complaints and/or problems.