

The Maryland-National Capital Park and Planning Commission

TITLE: County-Wide Interpretation and Conservation Division Chief **GRADE:** K **CODE:** 4430
DATE: 1/13/88
SERIES: Natural Science

Class Definition

Under general direction, manages the professional naturalist work within one county. Studies and interprets the natural environment and the impact of civilization on this environment. Develops programs in natural history, cultural history, nature crafts, and nature conservation. Provides technical assistance on matters regarding the natural environment. Performs other related duties as assigned.

Examples of Important Duties

1. Defines goals, objectives and standards for county-wide programs and evaluates results. Reviews and approves programs at nature centers. Plans and organizes major nature programs and projects. Schedules staff, facilities and equipment. Coordinates activities with other Commission units. Designs county-wide advertising campaigns to publicize programs.
2. Recruits, selects, trains staff responsible for interpretive service. Counsels staff on ways to improve program performance. Initiates disciplinary action when necessary approves time cards and leave requests.
3. Prepares and manages the annual interpretive service budget. Approves and controls expenditures in accordance with approved budget.
4. Reviews and approves operating procedures (e.g., hours, security, safety) at interpretive units and facilities. Conducts inspections, and orders major maintenance and repairs. Investigates accidents, fires, and crimes. Plans new facilities or remodeling of present facilities.
5. Approves interpretive exhibit requests for interpretive facilities and coordinates exhibit needs.
6. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other organizations and attends professional conferences to identify new programs, methods and equipment which might be useful to nature center. Recommends courses of action regarding major

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Examples of Important Duties (continued)

environmental concerns such as rabies, hydrilla and gypsy moth control.

7. Meets with citizens, community groups, park and recreation councils, Board of Education staff, Planning Board, County Council, and other government agencies to identify needs, plan programs and answer questions about nature programs, conservation and resource management. Reconciles differing needs or viewpoints.
8. Serves on various departmental committees dealing with park development projects and development policy issues,

Important Worker Characteristics

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

Working Conditions

Works primarily in office. On-call 24 hours. Works occasional weekends and holidays. Frequent evening obligations. Occasionally exposed to weather and outdoor hazards.