

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Natural Resources Specialist
SERIES: Natural Science

GRADE: H CODE: 4443
DATE: June 25, 2002
FLSA: Exempt

Class Definition

Under direction, performs natural resources management work involving considerable responsibility, complexity, and variety. Develops projects and activities to ensure the effective management of the Commission's natural resources. Provides leadership to other staff. Employees receive general assignments of an ongoing nature and plan and carry out the work in accordance with standard professional practices, handling most unusual matters and problems encountered in the work. Work is reviewed for technical adequacy and fulfillment of requirements. Performs other related duties as assigned.

Examples of Important Duties:

1. Develops and coordinates assigned projects. Compiles, analyzes, and interprets technical data. Prepares maps in support of projects for master plans, special development plans, and land leases and acquisitions. Provides recommendations for maintaining and enhancing natural resource quality and diversity.
2. Reviews park development proposals and advises Commission staff on natural resources related issues. Performs project site inspections and coordinates findings with appropriate staff. Develops environmental assessments, impact reports, and other documents.
3. Monitors and tracks expenditures for designated programs and projects. Initiates requests for materials and supplies.
4. Participates in the recruitment and selection of designated staff. Instructs staff in procedures and technical aspects of work. May be assigned ongoing responsibility for volunteers, interns, and other part-time staff, providing formal assessments of their work as requested.
5. Conducts inventories of natural resources for assigned project/program on parklands.
6. Establishes and maintains working relationships with community groups, government agencies, and the general public. Meets with citizens, schools, agencies, and community groups to discuss Commission policies, procedures, and address issues. Responds to visitor, telephone, and staff inquiries concerning natural resources matters. Encourages public appreciation for county's natural resources.

Important Worker Characteristics:

Considerable knowledge of: (1) natural resource management; (2) wildlife management; (3) forest management; (4) environmental science; (5) Commission organization, policies, and procedures.* (6) supervision*; and (7) research and cartographic techniques.

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Important Worker Characteristics: (continued)

Skill in operation of: (1) personal computer and applicable software; (2) environmental sampling equipment; (3) cartographic equipment; (4) motor vehicle; and (5) cameras.

Ability to: (1) apply principles to solve complex problems involving many variables; (2) provide technical expertise and program leadership to community groups and government entities; (3) analyze and interpret research data; (4) read/write technical reports and correspondence; (5) perform environmental investigations; and (6) communicate effectively with staff and the general public.

* Developed primarily after employment.

Minimum Qualifications:

1. Bachelor's Degree in natural resource management, environmental science, forestry, wildlife management, or related field; and
2. Three years of progressively responsible experience; or
3. An equivalent combination of education and experience.
4. Valid driver's license or the ability to acquire one.

Work Conditions

Works in office and the field. Exposed to weather and outdoor hazards.