

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Specialist I GRADE: 18 DATE: 09/06/2023
SERIES: Natural Science CODE: 2344 EEO: Professional FLSA: Non-Exempt

Class Definition:

Under general supervision, performs natural resources management work collecting and analyzing scientific data concerning the management of natural resources within a county. Participates in the preparation of environmental assessments of the effects of land use changes on ecology, wildlife, forestry and related public safety issues. Assists in the planning and implementation of larger programs and projects to ensure quality management of the Commission's natural resources. Employees receive general assignments of an ongoing nature and plan and carry out the work in accordance with standard professional practices. Work is usually reviewed by senior or supervisory staff who provide work direction and guidance. Work may be confidential or sensitive. Work contributes to the accuracy, adequacy, timeliness and other facets of support of the unit or work program of assignment. Applies knowledge of natural resource management, wildlife management, forestry, aquatic ecology, stormwater management, environmental review of development, fisheries management and research or cartographic techniques. Performs various types of research and analyses to solve regularly occurring problems in the work. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Assignments are made in terms of specific duties and responsibilities. Incumbent plans and carries out the work in conformance with established policies and procedures and accepted customer service practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guidelines, and brings procedural exceptions and recommendations to the supervisor for guidance or resolution. Work is expected to be accurate and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Collects and analyzes scientific data concerning the management of natural resources within a county. Assists with the design, development and implementation of natural resources projects on parkland and the design of protocol and procedures. Participates in site assessments, biological monitoring and research for programs; as well as preparing environmental assessments of the effects of land use changes on ecology, wildlife, forestry and related public safety issues to ensure quality management of the Commission's natural resources. Provides technical assistance by providing written and visual materials to support presentations to planning officials, community groups and the general public; assists with large-scale and specialized programs.
2. Completes inventory of supplies and coordinates purchase requisitions, as needed. Participates in the process to investigate, mitigate, monitor and report on natural resources issues and impacts on parkland from development; assists in the notifications and responses to related public complaints and inquiries and special interest groups through phone and email communications.

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3. Participates in inventory of natural resources in support of programs; assists in design, coordination and scheduling of dates and locations. Supports site preparations in accordance or protocol. Reviews and enters data into database and prepares maps of locations.
4. Assists with the coordination of volunteers supporting operations and other events, as well as the recruitment, scheduling and supervision of volunteer efforts; assists with tracking and logging of volunteer work hours and plans and coordinates volunteer recognition events.
5. Prepares routine correspondence, documents and reports based on data collected and field site visits; organizes information and data to draft written materials and recommendations. Participates in establishing and maintaining databases; prepares graphs, charts and maps based on research and analyses.
6. Responds to routine inquiries concerning natural resources related issues. Participates in communications with citizens, schools, agencies and community groups to discuss Commission policies, procedures and addresses issues; encourages public appreciation for county's natural resources.

Important Worker Characteristics:

- A. Knowledge of (1) natural resources management; (2) wildlife management; (3) forestry; (4) aquatic ecology; (5) stormwater management; (6) environmental review of development; (7) fisheries management; (8) research and cartographic techniques; and (9) Commission organization, policies, and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) gather, organize and interpret scientific research and data; (2) interpret technical drawings, reports and correspondence.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve problems involving many variables.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include presenting information to large groups.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

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- F. Skill in operation of (1) a computer and applicable software (such as MS Office) including GIS; (2) environmental sampling equipment; (3) cartographic equipment and other tools; (4) passenger and all-terrain vehicles; and (5) cameras.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Natural Resources Management, Environmental Science, Forestry, Ecology, Wildlife Management, Fisheries Management or any related field.
2. One (1) year of experience in natural resources or a related field.
3. An equivalent combination of education and experience may be substituted, which together total five (5) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Pass Commission medical examination.
6. Depending on area of assignment, the ability to acquire related program certification (e.g., pesticide certification, trapping license, boating license).

Work Conditions:

Works in office and the field. Exposed to weather and outdoor hazards requiring special safety precautions or protective clothing and equipment. Incumbents in this class must frequently: remain in a stationary position, move from place to place, stoop, reach, push and pull while performing duties to operate vehicles, tools and equipment, communicate and exchange information with internal staff and the public, be able to view objects from a distance, distinguish between colors, and handle live and dead wildlife, equipment, tools and supplies weighing up to 100 pounds. May be subject to close proximity of frequent weapons discharge. Occasionally required to work on nights, weekends, extended hours and periods of severe weather.