

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Natural/Historical Resources Coordinator  
SERIES: Natural Science

GRADE: 28  
CODE: 2355 EEO: Professional FLSA: Exempt

### Class Definition:

Under direction, coordinates and plans multifaceted programs of interpretation, education, exhibits, services and operations in natural history and environmental education or cultural history across nature facilities within a department. Provides guidance in defining natural or historical resources programs goals and objectives, sets standards for measuring program performance and evaluating effectiveness for all natural, historical and cultural programs and services across the division; advises managers and coordinates activities. Responsible for natural, cultural or historical resources inventory, assessment, planning, coordination, monitoring and implementation. Evaluates the Department's live animal collections or historical artifacts, and researches and develops proper practices and procedures. Serves as training coordinator for career and seasonal interpretive staff; manages assigned budgets and controls expenditures. Provides technical support and advises staff on improvements to management of work program. Some work is highly confidential or highly sensitive. The work has important impact on assessment of natural and cultural resources or historical interpretive programs and systems of Department-wide significance. Applies comprehensive knowledge of park administration, public administration, exhibit development, budget management, natural and historical resources management, plan and program development; as well as knowledge of botany, biology, ecology, environmental science, forestry, wildlife management, conservation and stewardship practices, cultural resources, outdoor safety, techniques and methods for interpreting and explaining complex material, animal welfare, Maryland State Education Standards, and Code of Maryland Regulations. Independently performs various types of research and analyses to solve difficult, complex and challenging problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. Incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides and is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

### Examples of Important Duties (Estimated Percentages):

#### 1. Core Functions (±85%)

- Coordinates multifaceted programs of interpretation, education, exhibits and visitor services in natural history, environmental education or cultural history across nature facilities within a Department. Provides guidance and direction and recommends goals and objectives for these programs. Reviews and provides recommendations for new and existing programs and

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services. Sets standards for measuring program performance and evaluates effectiveness for all natural and historical programs and services across the division. Works collaboratively with staff to plan, design, develop and implement the visitor experience, exhibits and other interpretive elements. Identifies and develops effective interpretive tools such as exhibits, brochures, publications, self-guided trails and signage to advance natural and historical resources education throughout the park system.

- Provides guidance and direction in defining natural or historical resources programs goals and objectives. May implement, review and provide feedback on major programs and projects. Advises managers on ways to solve technical problems, remain in compliance with administrative procedures and any applicable laws and standards, and improve management of facilities. Coordinates activities with other Commission units and government agencies. Keeps supervisor informed about important matters. Recommends management actions (e.g., policies and procedures, equipment, training programs). Manages cost recovery goals for Division.
- Monitors, evaluates and takes action to enhance work of staff. Counsels staff on ways to improve performance. Develops and communicates work and performance expectations to assigned staff. Monitors completion of assignments for timeliness, accuracy and effectiveness in meeting work objectives. Conducts coaching sessions, performance planning and reviews. Initiates, recommends and approves performance recognitions. Identifies and provides training, professional growth and development opportunities. Provides technical support and advises staff on improvements to management of work program. Ensures staff are compliant with administrative procedures. Serves as a resource to staff.
- Serves as training coordinator for career and seasonal interpretive staff. Coordinates trainings for summer day camps, cash handling, procurement system, cultural, natural, environmental trainings and various interpretive trainings, registration systems and others. Researches workshops, trainings and conferences. Develops internal trainings and manuals for staff and managers. Keeps staff informed of latest recommendations and updates to the Code of Maryland Regulations (COMAR) regarding youth camps. Tracks staff training hours. Provides technical support to staff in meeting COMAR standards. Reviews and submits incident, injury and annual camp reports. Drives Commission vehicles to visit camp sites to review paperwork and ensure standards are being met.
- Assists in preparing annual budget requests and supporting documentation. Manages assigned budgets or portions of budgets. Controls expenditures in accordance with approved budgets. Reviews and approves purchase requests, check requests and contracts within the division. Writes purchase requisitions and check requests. Acts as a purchase card holder. Coordinates submission of attendance reports, cost recovery reports, performance measures and other reports. Proposes, develops and seeks alternative sources of funding, such as grants, donors and sponsors. Coordinates with Finance Department.

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- Represents division on county-wide Departmental committees and task forces. Collects and disseminates information to staff from meetings. Meets with citizens, community groups, Board of Education staff and professional organizations to identify needs of the community. Acts as liaison with local schools to promote divisional programming and field trips.
- Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other organizations and attends professional conferences to identify new programs, methods, equipment and supplies which may be useful to the division. Manages, plans, organizes, implements and evaluates environmental, historical and conservation programs and special events. Works collaboratively with staff and offers support, guidance and assistance with facility specific programming.
- Evaluates the live animal collections and practices at nature facilities to ensure permit and regulatory compliance with local, state and federal laws. Conducts scheduled and unscheduled audits of animal care facilities to check compliance with written practices. Researches and implements proper animal care practices and procedures. Conducts annual reviews and updates of practices and enclosure maintenance.

### **2. Other (±15%)**

- May assist with aspects of the Division's Use Agreements and Agriculture Lease program. Assists with inspecting properties for compliance and talking with Lease holders.
- Works collaboratively with staff to develop and implement marketing plans and strategies. Reviews and approves marketing materials, strategies and plans.
- Works with staff to research and recommend new revenue generating activities, special events, and practices for nature facilities dependent on community needs and center goals.
- Coordinates collection of annual performance measure data collection. Maintains records of revenue and expenditures, timecards, inventory, accidents and injuries. Writes periodic administrative reports.
- Works with planners, architects and engineers to plan land acquisitions, construction of new facilities and structures and remodeling of present facilities.

### **Important Worker Characteristics:**

- A. (1) Comprehensive professional knowledge of (a) parks administration; (b) public administration; (c) exhibit development; (d) budget management; (e) natural and historical resources management; and (f) plan and program development.
- (2) Knowledge of (a) botany; (b) biology; (c) ecology; (d) environmental science; (e) forestry; (f) wildlife management; (g) conservation and stewardship practices; (h) cultural

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resources; (i) outdoor safety; (j) techniques and methods for interpreting, applying and explaining complex natural history and culture material; (k) animal welfare; (l) Maryland State Education Standards; (m) Code of Maryland Regulations; and (n) Commission organization, policies and procedures\*.

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

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by leading a permanently formed work group or ability to rapidly acquire knowledge and skill set.
- C. Skill and ability to (1) plan, organize, and direct the programs, services, and operations of multiple facilities; (2) perform effective administrative work including budgeting, contract management and purchasing; (3) develop and maintain relationships with internal and external stakeholders; (4) provide expert knowledge of a subject matter or area in the development of interpretive programs; (5) provide technical resource and program leadership to historical, cultural, environmental, nature and wildlife groups within the community; (6) coordinate with other entities, staff and units within the Commission and the community in planning and carrying out programs, events and activities; (7) interpret technical natural and cultural history materials to patrons; (8) organize work efficiently; and (9) develop program promotional advertising materials.
- D. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include developing and implementing short- and long-term work objectives and goals; allocating resources within the team; assessing project scopes, approaches and recommending or deciding priorities; and solving project management or team issues; applying principles to solve difficult problems and achieve goals; and researching and analyzing data and information to develop recommendations and conclusions.
- E. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening and encouraging effective communication by others such as project staff, consultants and contractors concerning project scope, estimates, costs, and risks; and skill in effective dialogue with special interest groups and community stakeholders. Examples include reading, understanding and explaining complex written and verbal information; planning, developing, leading and presenting programs of large and extensive scope; and speaking clearly and effectively to large groups.
- F. Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner; this includes establishing and maintaining working relationships and working as a member or a leader of a team.

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G. Skill in using a computer, modern office suite software (such as MS Office), enterprise, and specialized software.

### Minimum Qualifications (MQs):

1. Bachelor's Degree in Natural Science, Life Science, Physical Science, Conservation, Outdoor Education, Environmental Education or any related field.
2. Four (4) years of progressively responsible park naturalist or historical education experience or closely related field.
3. An equivalent combination of education and experience may be substituted, which together total eight (8) 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. Depending on area of assignment, must be able to obtain and maintain all applicable certifications and licenses.

### Working Conditions:

Works in indoor (mainly) and outdoor settings. Work is mainly sedentary, but requires some occasional exertion in the field. Exposed occasionally to inclement weather. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines. Works occasional evenings, weekends, and holidays.