

## The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Specialist  
SERIES: Natural Science

GRADE: G CODE: 4442  
DATE: June 25, 2002  
FLSA: Exempt

### Class Definition

Under general supervision, performs natural resources management work involving moderate responsibility, complexity, and variety. Collects and analyzes data concerning the management of natural resources within a county. Participates 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. Performs other duties as assigned.

### Examples of Important Duties:

1. Assists in the preparation of environmental assessments of natural resources and wildlife resulting from land use changes. Identifies issues or problems based on review and analyses. Conducts site visits. Identifies and recommends feasible alternatives based on reviews.
2. Conducts inventories of natural resources for assigned project/program on park lands.
3. Participates in the design and development of larger or more extensive programs. Conducts research for programs and provides technical assistance to support presentations to planning officials, community groups, and the general public. Develops and prepares visual and written materials for presentation as directed. Answers questions based on presentation materials as appropriate.
4. Prepares routine correspondence, documents, and reports based on data collected, analyses conducted, and field site visits. Organizes information and data to develop written materials and recommendations. Participates in establishing and maintaining databases. Prepares graphs, charts, and maps based on research and analyses.
5. Responds to inquiries concerning natural resources related issues. Communicates with citizens, schools, agencies and community groups to discuss Commission policies, procedures and address issues. Encourages public appreciation for county's natural resources.

### Important Worker Characteristics:

Knowledge of: (1) natural resource management; (2) wildlife management; (3) forestry; (4) fisheries management; (5) research and cartographic techniques; and (6) Commission organization, policies, and procedures\*.

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

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Important Worker Characteristics: (continued)

Ability to: (1) apply principles to solve problems involving many variables; (2) gather, organize and interpret research data; (3) interpret technical drawings, reports and correspondence; (4) make presentations to large groups; and (5) communicate effectively with staff and the 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. One year of related 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.