

The Maryland-National Capital Park and Planning Commission

TITLE: Principal Natural Resources Specialist
SERIES: Natural Science

GRADE: I CODE: 4444
DATE: June 25, 2002
FLSA: Exempt

Class Definition

Under direction, performs advanced natural resources management work involving extensive responsibility, complexity, and variety. Develops and manages comprehensive programs involving the coordination of projects within a major area of natural resource management (i.e., forestry, wildlife management, or aquatic resources). Incumbents in this job class are regularly assigned lead and coordination responsibilities, and contribute their expertise as part of other project or work teams. Applies advanced knowledge of the principles and concepts of a natural resources area to conduct complex studies, and to provide project leadership and coordination. Performs other duties as assigned.

Examples of Important Duties:

1. Manages programs applying advanced knowledge of natural resources. Identifies needs and defines program goals and objectives. Sets standards and monitors projects and programs, ensuring performance and quality. Troubleshoots problems and works toward achieving creative and equitable solutions.
2. Provides expert technical assistance and natural resource consulting to park planning and development projects. Reviews and comments on park development projects. Leads project teams during planning, development, and construction phases. Advises park managers, project coordinators, and construction managers on natural resource issues.
3. Participates in interagency committees for the purpose of coordinating and developing programs, resolving problems of mutual interest, or exchanging information. Investigates and resolves complaints involving highly sensitive issues and problems. May represent the department as designated by supervisor.
4. Conducts complex research, analyzes and maintains data, and develops programs. Conducts surveys to identify needs or trends. Reviews technical literature, meets with vendors, exchanges information with other government agencies. Attends conferences and workshops to identify new technology, programs, and methods.
5. Serves as working leader/coordinator for designated projects, special studies, or processes which are significant to the Department's mission and work program (e.g., functional plans, park master plans, sensitive areas analyses). May supervise staff to include evaluating work and counseling staff on ways to improve performance. Plans, directs, and coordinates the work of staff and/or volunteers assigned to a project. Reviews and checks work of other team members. Oversees recruitment, retention, recognition, and evaluation of volunteers.
6. Performs administrative work relating to program. Provides recommendations to the development of unit work program and budget. Maintains records, files, and inventory pertinent to areas of responsibility. Prepares technical reports and correspondence.

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Examples of Important Duties: (continued)

7. Makes recommendations and prepares specifications for work to be performed by contractors. Evaluates proposals and recommends selection. Monitors work and approves invoices for payment.

Important Worker Characteristics:

Comprehensive knowledge of: (1) natural resource management; (2) wildlife management; (3) forestry; (4) fisheries management; (5) environmental science; (6) Commission organization, policies, and procedures*; (7) supervision*; and (8) research and cartographic techniques.

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) solve complex problems involving many variables; (2) provide technical expertise and program leadership to community groups and government entities; (3) coordinate the gathering and organization of complex research data; (4) develop goals and objectives for programs; (5) read/ write technical reports and correspondence; (6) perform environmental investigations; (7) develop and present formal presentations to large groups; and (8) 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, fisheries management, or related field; and
2. Four years of progressively responsible experience; or
3. An equivalent combination of education and experience.
4. A valid driver's license or the ability to acquire one.

Work Conditions

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