

The Maryland-National Capital Park and Planning Commission

TITLE: Natural and Historical Resources Manager (Department-Wide) **GRADE:** J **CODE:** 4448
SERIES: Natural Science **DATE:** 5/23/89

Definition of Class:

Under direction, performs difficult program management and development work involving considerable responsibility, complexity, and variety. Plans, manages, and coordinates the natural resources and historical resources management work programs; plans and coordinates department-wide interpretive services. Programs typically involve evaluating the impact of construction, development, maintenance, and land use on the park environment; the preservation, stabilization, restoration, and interpretation of natural, historical, and archaeological resources; and coordinating the department-wide delivery of interpretive services through programs, facilities, signs, displays, and brochures. Performs other related duties as assigned.

Examples of Important Duties:

1. Manages natural resource and historical resource management programs. Defines goals and objectives for these programs. Assists in defining overall divisional objectives with respect to programs supervised. Sets standards and evaluates results. Develops and interprets policies and procedures. Researches, develops, and coordinates major natural resources management programs with Region management and other Divisions (e.g., reforestation, wildlife habitat preservation, natural resources inventories, best maintenance/management methods, storm water management, etc.). Coordinates the preparation of environmental evaluations for park master plans, land-use plans, and capital improvement projects.
2. Monitors and coordinates interpretive programs and facilities. Provides guidance, coordination, and evaluation of department-wide interpretive services, programs and facilities. Reviews and recommends operating procedures (e.g., hours, security, safety) at nature centers, historic sites, natural area park/or special park facilities. Conducts inspections to monitor day-to-day operations and programs. Makes recommendations for new or revised management processes, programs, policies, training, or new equipment. Recommends major maintenance and facility rehabilitation projects. Works with planners, architects, and engineers to plan land acquisitions, design, develop and construct new facilities or rehabilitate historic structures.

The Maryland-National Capital Park and Planning Commission

TITLE: Natural and Historical Resources Manager (Department-Wide) **GRADE: J CODE: 4448**
DATE: 1/13/88

Examples of Important Duties (Continued)

3. Supervises natural resource and history unit staff. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Investigates employee grievances. Reviews and initiates personnel actions. Advises staff on ways to solve technical problems, comply with administrative procedures, and improve management of work programs.
4. Manages budget for units. Prepares annual budget request. Controls expenditures in accordance with approved budget. Approves purchases. Obtains bids and price quotes. Writes purchase orders and check requests. Monitors work of contractors. Approves payment. Designs Requests for Proposal (RFP's) and bid specifications.
5. Coordinates internally and externally. Meets with citizens, community groups, recreation councils, MCPS/Board of Education staff, Planning Board, other government agencies, and other Commission units to identify needs, plan programs, and answer questions about natural, historical, and archaeological resource management programs, policies, and procedures and park interpretation. Investigates complaints.
6. Conducts and directs research. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other government agencies, and attends conferences to identify new programs, methods, and equipment which might be useful for division/department.
7. Keeps records. Maintains and supervises records of expenditures, time cards, inventory of supplies and equipment and operations. Writes periodic administrative operational reports.

Important Worker Characteristics:

1. Considerable knowledge of: (1) park administration; (2) public administration; (3) management; (4) supervision; (5) Commission organization;* (6) Commission policies and procedures;* (7)

The Maryland-National Capital Park and Planning Commission

TITLE: Natural and Historical Resources Manager (Department-Wide) **GRADE:** J **CODE:** 4448
DATE: 1/13/88

Important Worker Characteristics (Continued)

Commission activities.*

Considerable knowledge of: (1) biology; (2) botany; (3) geology; (4) environmental science; (5) natural and historical resources management; (6) urban forestry; (7) wildlife management; (8) planning; (9) recreation; (10) safety; (11) interpretation; (12) equal employment opportunity; (13) merit system regulations.*

2. Skill in operation of: (1) auto; (2) calculator.
3. Ability to: (1) solve complex problems involving many variables; (2) analyze and evaluate data; (3) calculate fractions, decimals and percentages; (4) read technical reports and correspondence; (5) write technical reports and correspondence; (6) use proper spelling, punctuation and grammar; (7) speak clearly; (8) make oral presentations to large groups; (9) organize work efficiently; (10) provide courteous service.

Minimum Qualifications:

1. Bachelor's degree or four years progressively responsible experience in Park Administration, Natural Resources Conservation, or Outdoor Education or related subjects; and
2. Four additional years of park administration or Natural Resources program management experience that includes two years of supervisory experience that relates to functional area of assignments (e.g., park interpretation, historical preservation, natural resource management, conservation and outdoor education, ecology, or physical, natural, or environmental sciences); or
3. An equivalent combination of education and experience.
4. Valid driver's license or the ability to acquire one.

Working Conditions:

Works in office and conducts frequent field inspections.
Considerable pressure to meet deadlines.

