

PARK NATURALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a position in the Parks Division of the Department of Public Works with the primary responsibilities of the development and maintenance of education programs, coordinating external uses of Bowdoin Park for special events, concerts, and athletic contests, and generally assisting with administrative duties. The incumbent plans, constructs and maintains educational facilities, and ensures that the exhibits are safe for public use. The incumbent develops and conducts various public programs on local natural history and local environment, publicizes the park's resources, and assists in training and supervising various volunteers and summer seasonal employees. Additionally, the position is responsible for all external group usage of Bowdoin Park, including organizing and managing league and school usage of ball fields and cross country course, as well as special event usage of the park by non-profit groups. The incumbent will also be responsible for the direct management of all usage of the "Bandshell at Bowdoin," including marketing and promoting the facility and managing county sponsored concerts. Work is performed under the general supervision of park administrative and supervisory personnel, and typically involves assignments outside the normal work week, including evenings and weekends.

TYPICAL WORK ACTIVITIES:

The following is indicative of the levels and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning other activities not listed which could reasonably be expected to be performed by an incumbent in this title.

1. Plans, develops and conducts various public programs on natural history, local environment and park features; leads and/or participates in nature trail walks and field trips;
2. Develops and maintains history center and nature center, including constructing new exhibits, performing general maintenance and ensuring buildings, grounds and facilities are safe for public use;
3. Provides technical guidance and assistance to volunteers and interns to help them fulfill natural history and local environment projects or program goals;
4. Acts as curator and prepares exhibits for the Natural Heritage Center; conducts tours and makes presentations on the Center and associated archaeological and environmental specimen sites;
5. Publicizes park programs, resources and concerns through interaction with schools, volunteer groups, social agencies and the general public using the facilities, including the development of calendars, news releases, fliers, posters and other informational material;
6. Manages and coordinates the use of Bowdoin Park's athletic fields and facilities, including use by various sport leagues and schools;
7. Markets, promotes and manages all county and external usage of the "Bandshell at Bowdoin;"
8. Maintains an inventory of historical, prehistoric and local environmental specimens and artifacts and archaeological and environmental specimen sites;
9. Trains, supervises and coordinates various volunteers and other groups working in the parks;
10. Collects data and makes observations and recommendations for the protection of prehistoric sites, to advise of possible ecological impact of development projects, and to prepare grant applications;
11. Patrols buildings and grounds to enforce park rules concerning safety and usage of facilities;
12. Provides emergency first-aid at work site when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the field of anthropology and archaeology, especially as it pertains to the Hudson Valley region, to plan, prepare and present programs and exhibits;

PARK NATURALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (Cont'd)

Knowledge of the field of natural science, especially as it pertains to the Hudson Valley region, to plan prepare and present programs and exhibits;

Knowledge of marketing, promotion and organization skills in order to coordinate and manage the use of park facilities;

Knowledge of emergency first-aid practices and procedures;

Ability to plan, construct and maintain displays and exhibits;

Ability to recruit and direct the work of volunteers and interns;

Ability to communicate, both orally and in writing;

Ability to develop, maintain and promote good public relations;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in anthropology, archaeology, natural or environmental science, outdoor education, recreation and leisure management, or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields indicated in (A) above, AND two (2) years of work experience in nature museum operations, outdoor or museum interpretation or pertinent natural science involvement;
- OR: (C) Four (4) years of work experience as indicated in (B) above;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Driver License at time of application, and possession of said license at time of appointment.
2. Incumbents must obtain certification in first-aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

TR7107

ADOPTED: 01/01/95

REVISED: 11/29/95

 11/05/97

 11/03/99

 12/27/06