

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3731 **TITLE:** NATURALIST III

GRADE: S-23

DEFINITION:

Under general supervision, manages the operations, staff, and facilities of a park with significant natural, cultural or horticultural resources; OR manages projects or components of an agency's resource protection program.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Naturalist III differs from the Naturalist II in that the Naturalist III has full management responsibility for the operations, staff, and facilities of a major park or for managing projects of components of an agency's resource protection program whereas the Naturalist II functions as an assistant manager for a major park or assists with the management of an agency's resource protection program.

The Naturalist III differs from a Naturalist IV in that the naturalist III manages the operations of staff and facilities of a major park or manages projects or components of an agency's resource protection program whereas the Naturalist IV directs (serves as manager of) a more comprehensive agency level function that may include multiple resource protection programs or services with county-wide responsibility for planning, administration, coordination, and supervision of programs, services, facilities, and/or personnel or directs the operation of a group of natural or horticultural resource parks.

ILLUSTRATIVE DUTIES:

Reviews the overall development of educational programs and events and coordinates visitor services;

Develops long- and short-term goals, operating objectives, strategies and implementation plans;

Ensures that all facilities meet quality standards for housekeeping, cleanliness and maintenance;

Ensures that facilities and grounds are free of safety hazards, that appropriate safety measures are implemented and that all federal, state and county safety standards are applied and satisfied;

Develops and implements security guidelines to protect park facilities and the public against fire, vandalism, and other threats;

Recommends, develops and implements plans for improved service delivery;

Reviews and makes recommendations on plans for new park or facility construction;

Develops and submits an annual operating budget and monitors revenue/expenditure performance levels;

Complies with financial guidelines and reconciles revenue and expense reports;

Completes and evaluates various financial, administrative and statistical reports;

Prepares and reviews contracts for facility use and contractual services;

Ensures the efficient use of park lands and facilities to maximize revenue and customer satisfaction;

Authorizes the procurement of supplies, equipment or services;

Ensures that all required certificates, licenses and permits are current and posted;

Develops resource protection plans and procedures;

Contributes to the development of Park Authority and County-wide strategic plans related to resource protection;
Conducts inspections and field surveys, reviews plans, prepares reports and makes recommendations regarding natural resource protection for easements, dedications, rezonings, Park Authority construction projects, general management plans, encroachments and resource conflicts;
Plans, schedules, directs and evaluates the work of staff;
Provides subordinate staff with specialized training and professional development opportunities;
Interacts with citizens and community organizations regarding park use, maintenance and resource protection issues;
Establishes and maintains effective working relationships with the public, interest groups and County staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of parks and recreation center maintenance and management;
Knowledge of the principles of nature conservation theory and philosophy;
Knowledge of conservation program management practices;
Knowledge of financial management controls relating to budgeting and accounting of expenditures;
Ability to manage a large, complex operation with extensive capital equipment, property value and inventory;
Ability to motivate and supervise others;
Ability to schedule, coordinate and prioritize the work of a diverse group of employees;
Ability to evaluate employees' performance against comprehensive performance standards;
Ability to communicate effectively, both orally and in writing;
Ability to prepare clear, concise financial and administrative reports;
Ability to analyze programs and procedures and evaluate their performance against established objectives;
Ability to prepare and adhere to a budget;
Ability to maintain effective relationships with employees and the general public;
Ability to develop and implement effective management practices;
Ability to develop and implement staff training programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in natural or life sciences, natural history, park management, education, or a closely related field; PLUS
Three years of progressively responsible experience in the field of conservation management, environmental education, interpretation, park programming, or a closely related field.

CLASS CODE: 3731 **TITLE:** NATURALIST III

GRADE: S-23

Page 3

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: March 17, 2004

REVISED: January 12, 1987