

MONONA COUNTY JOB DESCRIPTION

Position: Park Ranger/Naturalist

Reports to: Conservation Director

Department: Conservation

Revision Date: February 2021

PURPOSE OF POSITION

Under the direction of Conservation Director, organizes, develops and coordinates public information and environmental educational programs on natural resources, conservation, outdoor recreation and conservation education for the Monona County Conservation Board. Participates in various forestry, wildlife habitat, development and educational program functions. Assists other park staff in maintenance, repair and care of park grounds, facilities and equipment which may include: parks, buildings, trails, roads, restrooms, boundary fencing, shelters, boat docks, erosion control, water systems, water testing and compliance, fee collection and other services to the public.

ESSENTIAL JOB DUTIES

The following duties are normal for this job. However, this list is not all-inclusive. Other duties may be required and assigned as needed.

Observes designated land area and facilities to ensure that facilities and property are used in ways consistent with Board policies, rules and regulations, and State statutes; provides general information to the public concerning their use.

Serves as a resource person to schools, service groups, church groups, scout groups, clubs and other community organizations. Responds to requests for information from the public.

Develops, conducts and coordinates regular public-relations informational programs. Designs, prepares and installs displays in businesses and for special events. Researches, writes and prepares articles for a newsletter and brochures, as well as trail guides.

Publicizes conservation programs and facilities by preparing and distributing news releases to newspaper and other media.

Plans, develops, coordinates, travels to and presents at special events, classes, nature programs and other special projects.

Produces audio-visual programs, creates displays and signs. Prepares educational materials. Compiles and maintains a county natural areas inventory with special emphasis on native prairie, timber tracts, wetlands, endangered species and other critical areas.

Plans and assists in development of educational facilities and programs at conservation and recreation areas throughout the county.

Prepares a five-year plan and periodically reviews the county's environmental education plan. Recommends methodology and implements necessary changes.

Develops assessment methods, including surveys, for teachers, students and general public to analyze effectiveness, receptiveness and value of programs and services offered.

Assists Director in developing funding sources for initiation or continuation of the environmental program, special projects or other programs approved by the Board.

Serves as Program Coordinator of the annual Loess Hills Prairie Seminar. This includes securing guest speakers, vendors and event volunteers, selecting a meal caterer, working within a budget, event marketing, website maintenance, securing items for donation at the silent auction, and other duties as needed.

Assists in other areas of the Board's operations when needed and as assigned. Performs other duties as assigned by Director.

Adheres to agency policy in performance of job duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills and abilities:

Knowledge of principles, practices, trends and methods of conservation, natural sciences, forestry, environmental education, ecology, natural history, recreation and wildlife management.

Knowledge of and the ability to comprehend, analyze, interpret, research, retrieve and explain conservation laws, principles, practices and data, as well as translate information into meaningful exhibits and programs.

Knowledge of and ability to produce copy – ready news releases to promote events, programs and other information through the media and other sources of information used by the public.

Ability to prepare and deliver effective oral, written and visual presentations to both formal and informal groups in public meetings, guided tours, classes and demonstrations.

Knowledge of conservation and natural resource organizations and familiarity with their functions and services.

Knowledge of sources of funding for conservation and environmental education programs and facilities. Skill in preparing grant applications.

Ability to effectively communicate with the public visually, orally and in writing. Ability to generate and convey enthusiasm about county conservation programs and facilities.

Knowledge of principles of layout and design of informal newsletters, brochures, and other publications.

Ability to successfully introduce and adapt environmental curriculum into various school systems in conjunction with teacher's lesson plans, goals and objectives.

Ability to accurately assess, analyze and interpret the public's needs and desires in the areas of environmental education.

Ability to collect, identify and display materials for natural exhibits.

Ability to safely operate power equipment, including automobiles, boat motors and other devices including nets, water-sampling equipment or microscopes in order to perform assigned duties.

Ability to work and interact effectively with people of all ages, including school-aged children.

Ability to use initiative and tact to establish and maintain effective rapport and working relationships with the public, education professionals, co-workers and supervisors.

Ability to safely care for, transport and handle wild animals.

Ability to obtain and maintain required licenses and certifications.

Ability to safely perform a wide range of physical tasks, including walking on uneven ground; standing; climbing ladders; lifting, carrying, pushing, or pulling objects weighing 55 pounds; bending; kneeling; and balancing.

ENTRY REQUIREMENTS

Graduation from an accredited four (4) year college or university with major coursework in the natural sciences, outdoor recreation, biology, forestry, parks and recreation, or other natural resource concentration or a job-related field /or/ graduation from a two (2) year college or university with two (2) years of experience.

One year of responsible, full-time, paid employment in professional conservation, education, or a natural science field involving program coordination and dissemination; or

An equivalent combination of education, related experience and training which provides the required knowledge, skills, and abilities.

Certification in CPR, Basic First Aid, and AED or ability to complete training and become certified within one year of hire.

Must be able to work weekends, holidays, and irregular or special event hours as necessary or assigned.

Possession of valid Iowa driver's license.

WORK ENVIRONMENT

Work is performed indoors in an office or classroom setting, as well as outside in park grounds, recreation, conservation and wildlife areas.

Regular exposure to temperature extremes according to the season of the year will be necessary. Regular exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools, in various maintenance/repair functions. Exposure to toxic agents, dust, odors, noise, vibrations, etc.

Essential job duties are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Qualified applicants and incumbents are encouraged to discuss possible accommodations with the County. The County reserves the right to change or reassign job duties or combine at any time.