

BUTLER COUNTY JOB DESCRIPTION

Department: Butler County Conservation Board

Title: Naturalist

FLSA: Non – Exempt

Salary Range: \$38,000 - \$45,000

Reports to: Executive Director

PURPOSE OF POSITION

Under general direction of the Executive Director, services as lead interpretive education personnel in the development and implementation of various education programs and seasonal activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned as needed by the Executive Director.

Provide environmental education programs and activities for youth, school, community and public groups related to natural resource management, conservation, ecology, recreation, natural resource and cultural heritage and other environmental topics.

Prepares various displays, exhibits, brochures, newsletters, media programs and other educational resource material.

Performs public relation duties through interaction with visitors, telephone calls, websites development, social media material and the development of interpretive brochures and newsletters.

Provides long term planning development through needs assessments and analysis.

Cleans and maintains areas within and around the Nature Center.

Assistant in hiring, training and supervising of interpretive education interns and nature center aide staff.

Will assist with developing a budget and policies related to the nature center and environmental education program.

Will research and write grants to supplement the county conservation budget for various conservation related projects.

Performs related duties as may occasionally be required such as trail maintenance/development, mowing of parks, checking campers and assisting with grant writing.

Maintain all social media platforms and websites for Butler County Conservation Board.

The workweek is non-typical, but generally 40 hours per week, occasionally up to 55 to 65 hours per week as needed. Required to work evenings, weekends and holidays as assigned.

Must live within 30 miles of shop location for emergency response. Emergency response could include but is not exclusive to; flood preparation and safety/operation of campgrounds and bike trail.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor's Degree in environmental education, interpretation, outdoor recreations, ecology or related earth or biological science degree and at least two years of experience in development and presentation of environmental or interpretive programs.

Must be able to meet the professional standard as described by the Iowa Association of Naturalist or obtain and maintain a Certified Interpretive Guide certification through the National Association for Interpretation

Acquire and maintain valid state of Iowa Driver's License.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves constant activity such as walking, standing, bending, stooping, kneeling, reaching vertical and horizontal, using of fingers, hands, feet, legs and torso in providing various services and functions. Ability to operate various types of vehicles, machinery, and equipment in a safe and proficient manner. Field work represents a small portion of time, this work would involve the use trucks, tractors, mowers, trimmers, trailers, ladders, chainsaws, and other various hand and power tools. Must be able to frequently lift, carry, push and pull at least 50 lbs. Work requires the ability to read and understand data and technical information from manuals, screens and other devices.

Cognitive Ability

Knowledge of the principles of interpretation; knowledge of modern trends and method in environmental education; knowledge of natural resource management and recreational safety principles; knowledge of information dissemination; methods of communication and public speaking; knowledge of various conservation programs and Iowa Natural Resources; capacity to apply abilities and subject matter knowledge in resolving problems; analyze work problems effectively and supply sound judgment in their solution; knowledge of organizations and agencies concerned with natural resource management education, conservation, water quality, ect.; ability to prepare news releases, fliers and related publications; operate visual aid equipment; supervise daily and seasonal nature center operations; sensory requirements include numerical/clerical and form perception; visual and sound perception and color perception; knowledge in using a computer on a daily routine with knowledge in operating Microsoft Office.

Language Ability and Interpersonal Communication

Must have the ability to communicate effectively in both written and oral communication with co-workers, Executive Director, Board Members and the general public. Ability to establish and maintain an effective working relationship with Conservation Board, Executive Director, co-workers and other agencies, and the general public.

Environmental Adaptability

Regular exposure to temperature extremes according to the Iowa seasons. Frequent exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools in various maintenance/repair functions. Exposed to toxic agents, dust, odors, noise, vibrations, etc.

Butler County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and position incumbent to discuss potential accommodations with the employer.