

CLASS CODE: 531914
HOURLY RATE: \$12.00
UNIT: Excluded
FLSA: Non-Exempt

ASSISTANT NATURALIST

Distinguishing Features of the Class:

Under general supervision of the Environmental Education Coordinator. Implement and develop environmental education programs and seasonal activities such as camps.

Illustrative Examples of Duties:

1. Develops, coordinates, and conducts various programs for schools, civic groups, and the general public. Including but not limited to outdoor skill programs such as fishing, canoeing, biking, cross country skiing, and camping.
2. Prepares various displays (park kiosks and special events), audio visual programs, and other educational resource materials.
3. Plans audience appropriate educational programs and activities related to natural resource management, conservation, ecology, recreation, cultural heritage, and other environmental topics.
4. Maintains records on programs and displays.
5. Assists with development, coordination, and conducts special events and extended programs (i.e., camps).
6. Performs related duties as may be required.

Required Knowledge, Skills, and Abilities:

- Knowledge of the principles of interpretation
- Knowledge of modern trends and methods of interpretation
- Knowledge and skills of recreational skill education
- Knowledge of information dissemination, methods of communicating, and public speaking
- Knowledge of various conservation programs and Iowa natural resources and history
- Knowledge of operation/use of audio-visual equipment
- Knowledge of basic keyboard and typing skills
- Knowledge of business English, spelling and grammar
- Knowledge of Microsoft Office and Outlook computer software
- Ability to obtain and maintain certification in First Aid and CPR.
- Ability to work flexible hours including evenings, weekends, holidays, and irregular hours
- Ability to read, write and speak English

- Ability and skill in public speaking
- Ability to communicate effectively both orally and in writing
- Ability to frequently lift up to 30 pounds
- Ability to walk/stand for prolonged periods
- Ability to establish and maintain satisfactory working relationships with other County employees and the general public using courtesy, patience, and tact
- Ability to obtain/maintain a valid driver's license and a chauffer's license issued by the State of Iowa

Training and Experience:

- Bachelor's degree from an accredited college or university with major course work in environmental education, interpretation, recreation, ecology, or related earth biological science, and
- Experience in development and presentation of environmental or interpretive programs.

Special Requirement:

- A criminal background check is required.
- Pre-employment physical including drug screening is required.

Adopted: 4/9/12