



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 971.6

Job Title: **PARK NATURALIST**

Pay Grade: 18

GENERAL SUMMARY:

Plans, develops, and conducts programs to inform the public of historical, natural, and scientific features of City parks.

RESPONSIBILITIES:

- Supervises, coordinates, trains, and evaluates Parks' personnel job assignments.
- Provides visitor services by explaining Park regulations; answers visitor requests, needs and complaints; and provides information about the park and its surrounding areas.
- Prepares, assembles, and distributes educational materials and conducts educational presentations and training programs.
- Guides field trips for students and other visiting groups to point out scientific, historic, and natural features of parks, forests, historic sites or other attractions.
- Confers with park staff to determine subjects and schedules for educational park programs.
- Participates in training and self-education; reads and analyzes environmental education curriculum guides and outdoor education and planning information.
- Constructs historical, scientific, and nature visitor-center displays.
- Coordinates Monthly Natural History program for children.
- Prepares and presents illustrated lectures and interpretive talks about park features.
- May be required to train and supervise volunteers.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Biology (field or wildlife), environmental science, natural science, or a closely related field.

Knowledge of local flora (plants) and fauna (animals) is required.

Will be required to become a Texas Master Naturalist within 12 months of hire.

EXPERIENCE:

One year of experience in environmental/outdoor education and program planning and implementation are required. Directly related professional experience may be substituted for the degree requirement on a year-for-year basis.

Prior experience working with children in an educational or camp environment is preferred.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives.

SPECIFICATIONS: (continued)**SUPERVISION EXERCISED:****Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. May involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Park Naturalist

Effective: June 2006

Revised: May 2011