



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 971.8

Job Title: **NATURAL RESOURCES MANAGER**

Pay Grade: 29

GENERAL SUMMARY:

Manages and directs the activities of the wide-ranging Natural Resources section under the Parks and Recreation Department. Provides input into long-term strategic, master planning to integrate the Natural Resources section into department functions. Serves as the department's representative and spokesperson on environmental matters.

RESPONSIBILITIES:

- Manages the Natural Resources Section, which includes natural areas, native plant propagation, environmental education, habitat management, environmental impacts to park properties, and wildlife management.
- Creates conservation initiatives for the department to meet habitat management, restoration, research, land acquisition, or education goals.
- Oversees natural areas within the department, including prairie, forests, riparian zones, and wetlands to conserve, restore, and protect the habitat and the wildlife that utilize park land.
- Develops and manages a comprehensive Conservation Master Plan for the department, including standard operating procedures and best management practices for the section. Ensures that the document stays current and relevant.
- Develops habitat management plans for Nature Preserve properties and coordinates the implementation of habitat restoration projects to meet ecological goals.
- Establishes and manages conservation policies for the department, including the Nature Preserve Ordinance, Natural Area Ordinance other departmental policies.
- Reviews and evaluates all construction projects within parks and advises on impacts to habitat and the environment.
- Establishes an in-house training program to equip managers with tools and information to administer Natural Resources plans and procedures in their respective areas.
- Administers budgets, ensuring compliance, and supervises the preparation of annual reports, budget estimates, and operational reports.
- Creates research goals to measure habitat management impacts and restoration success and represents the department at meetings and conferences.
- Writes articles for publication in local media, industry journals, etc.
- Provides technical advice, consultation and support to departments and other agencies and groups regarding natural resources.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in field biology, wildlife biology, environmental science, ecology, natural science, or a related field.

EXPERIENCE:

Seven years of progressive professional experience in land management, habitat restoration, ecological research, or a related field, with at least three of the years in a supervisory capacity. Knowledge of GIS is required.

SUBSTITUTION:

A Master's degree in a field closely related to the work being performed may be substituted for two years of the experience requirement.

LICENSE:

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

COMPLEXITY:

Work is somewhat complex and varied and may require the simple interpretation of technical and detailed guidelines, policies, and procedures.

IMPACT OF ACTIONS:

Errors in work typically lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors, Managers, Assistant Directors and occasionally with the Director. Interaction requires substantial sensitivity and cooperation, e.g., basic project interaction.

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 is physically comfortable; the individual has discretion about walking.

WORK ENVIRONMENT:

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

SPECIFICATIONS: (continued)

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within 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.

Requires the ability to make simple gross motor responses within large tolerances

MISCELLANEOUS:

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

JOB FAMILY:

- Natural Resources Technician
- Natural Resources Equipment Specialist
- Natural Resources Specialist
- Natural Resources Assistant Superintendent
- Natural Resources Superintendent
- Natural Resources Manager

Effective: May 2013

Revised: February 2024