



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 971.8

Job Title: **NATURAL RESOURCES MANAGER**

Pay Grade: 26

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Develops a comprehensive Standard Operating Procedures manual for the Natural Resources Management (NRM) program. Ensures that the document stays current and relevant.
- Maintains inventory and catalog with GIS features of all natural features under PARD's jurisdiction (lakes, ponds, undeveloped park land, wildlife species, etc.)
- Implements an in-house training program to equip managers with tools and information to administer NRM plans and procedures in their respective areas.
- Administers budget, ensuring compliance, and supervises the preparation of annual reports, budget estimates and operational reports.
- Conducts research, discovers best practices and develops management plans for ancillary properties under PARD's jurisdiction that have significant environmental impact (i.e. dog parks, etc.).
- Administers the City of Houston's Natural Areas Ordinance.
- Engages various community outreach/education efforts (volunteers; partnerships with colleges, schools, scouts, environmentalists, etc.).
- Coordinates maintenance activities with outside contractors, City departments, etc.
- Writes articles for publication in local media, industry journals, etc.
- Represents the department at meetings, external organizations and agencies.

SPECIFICATIONS:

KNOWLEDGE:

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

SPECIFICATIONS: (continued)

EXPERIENCE:

Six years of progressively responsible experience in environmental/outdoor education and program planning and implementation are required. Knowledge of GIS is required. A Master's degree in a field closely related to the work being performed may be substituted for two years of experience.

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 "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 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 occasional 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:

Natural Resources Manager

Effective: May 2013