

### INTERPRETIVE NATURALIST 3

#### KIND OF WORK

Professional work in planning, directing, implementing and evaluating educational and interpretive programs, services, and materials.

#### NATURE AND PURPOSE

Under limited supervision, an employee in this class establishes program direction for regional staff in the development and implementation of educational and interpretive programs and services and contributes to statewide program management and interpretation efforts.

This class differs from Interpretive Naturalist 2 positions in that they are broader in scope and have more administrative responsibilities. Whereas the Interpretive Naturalist 2 concentrate on developing specific interpretive activities, employees in the Interpretive Naturalist 3 class focus on overall plans and themes and directing major exhibit, sign or brochure projects. They are also responsible for policies, overall success of activities within a region, and ongoing contributions to the statewide program. This class differs from the NR Program Coordinator class in that they do not have ultimate responsibility for statewide interpretive policies and they have greater involvement in creation of specific programming and materials.

#### EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Oversees preparation and implementation of interpretive plans and activities to ensure consistency with regional or statewide priorities.

Develops and monitors program policies and directions to ensure compliance.

Recommends regional projects for funding to ensure consistency with program directions and priorities.

Assists in recruiting, hiring, training and evaluating work performance of staff to ensure efficient and effective operation.

Coordinates development of environmental education materials for use by staff, teachers and group leaders.

Coordinates with other agencies, institutions and entities so that department and statewide goals are met.

Provides direction on inventory, research and acquisition of resources to ensure compliance with laws, statewide plans, policies and procedures.

Assesses regional needs and prepares annual budget recommendations to meet the program priorities.

Directs and monitors expenditures so that sound fiscal practices are followed and resources are used efficiently.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Extensive knowledge of interpretive practices, techniques and methods sufficient to produce and oversee production of presentation, materials and exhibits.

Interpretive policies and procedure sufficient to enforce standards and provide accurate information.

Extensive knowledge of natural and cultural resources sufficient to plan programs and prioritize activities and provide direction to interpretive staff in their efforts to educate the public.

Natural and cultural resources sufficient to plan and conduct field research and analyze research data; do literature searches; and train and oversee work of staff.

Research techniques and sources sufficient to locate information for use in educating the public.

Curriculum planning and development sufficient to provide guidance and information to local school districts.

Human resource policies, procedures, labor contracts sufficient to establish priorities, recommend hires, assign work, motivate staff and monitor work performance.

Working knowledge of state laws, policies and procedures regarding expenditures and monitoring of funds.

Effective interpretive writing techniques sufficient to educate the public in clear, concise terms that are informative, understandable and interesting to a diverse audience.

Writing skills sufficient to develop project proposals, write contracts and legal agreements, work plans and other correspondence.

#### Ability to:

Make clear and effective oral presentations to staff and customers.

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Compile, write and edit work plans, reports.

Establish effective working relationships with other employees.

Conduct literature and field searches on specific topics.

Compile and analyze data from research.

Human relations sufficient to cooperatively plan and implement joint projects and activities with staff, community groups, other agencies and entities.

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T.C.:

Former Title(s):