

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Nature Center Manager		
<b>Job Code:</b>	MG1441	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	07/14/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Manages, supervises and coordinates the programs, activities and operations of the Nature Center & Refuge section within the Parks/Community Services department. Coordinates assigned activities with the programs, maintenance and operations of Fort Worth Natural Areas through subordinate supervisors, departments and outside agencies; and provides complex support to the Assistant Director of Parks/Community Services.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assumes management responsibility for assigned services and activities, including educational and recreational programs; and supervises programs and facilities related to natural areas land management.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administers policies and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the Nature Center & Refuge programs, maintenance, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
5. Establishes effective communication between the Mayor, City Council, Nature Center Conservancy Board and Parks Advisory Board, as needed to achieve approval for program operations and presentations.
6. Plans, develops and administers natural history based educational programming for other professionals and the general public. Presents public classes and guided hikes; assists in teaching classes for the Texas Master Naturalist program; and delivers a variety of presentations at professional conferences and public venues.

7. Oversees and participates in the development and administration of the Nature Center & Refuge annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
8. Serves as the liaison for the Nature Center & Refuge with other divisions, departments and outside agencies; and negotiates and resolves sensitive and controversial issues.
9. Serves as staff on a variety of boards, commissions and committees; prepares and presents activity and staff reports and other necessary correspondence; and provides staff assistance to senior management personnel.
10. Conducts a variety of organizational studies, investigations and operational studies; and recommends modifications to programs, policies and procedures as appropriate.
11. Conducts needs assessments to ascertain customer interests and organize marketing and advertising efforts for programs.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
14. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operational characteristics, services and activities of environmental education, resource based recreation and natural areas land management.
  - Business processes of Nature Center & Refuge.
  - Principles and practices of public administration, management, city organization and departmental responsibilities.
  - Principles and practices of program development and administration.
  - Methods and techniques of Environmental Education, Resource based recreation and natural areas land management.
  - Local and global ecological systems and best practices.
  - Local biological and cultural site histories and practices.
  - Principles and practices of municipal budget preparation and administration.
  - Current PACS and City initiatives and goals.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Interpersonal relations.
  - Organization and time management.
  - Public speaking and presentation.

- Computers and applicable software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a comprehensive Environmental Education program.
  - Oversee and participate in the management of a Resource Based Recreation program.
  - Oversee and participate in the management of a comprehensive Natural Areas Land Management program.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Participate in the development and administration of Nature Center & Refuge goals, objectives and procedures.
  - Prepare and administer large program budgets.
  - Serve as expert in environmental conservation and preservation.
  - Prepare clear and concise administrative and financial reports.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Interpret and apply Federal, State and local policies, laws and regulations.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Wildlife Biology, Environmental Education, Range Science, or a related field and five years of increasing experience in Nature Center or Natural Areas management, including two years of administrative and supervisory responsibility, prescribed burning, environmental education programs, resource based recreation programs, natural areas land management operations, marketing and general public relations and one year of experience with firearm (handgun and rifle) safety, use, and maintenance.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Certificate of basic firearms training in handguns and rifles.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts,

poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.