

City of Fort Worth, Texas Job Description

Classification Title	Natural Scientist Supervisor		
Job Code:	PR1941	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/14/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs program administration work involving the planning, developing, organizing, managing, monitoring, evaluating, and conservation of flora and/or fauna related natural science oriented activities. Oversees horticultural purchasing, operations and displays; coordinates special events; collaborates with major support groups; supervises staff; and assists with budget oversight.

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. Coordinates and oversees educational and outreach activities in a natural science oriented environment, such as a park, refuge, or garden. Leads the planning, development and implementation of onsite natural history tours and programming.
3. Oversees day to day operations of a natural science and conservation oriented environment, such as a park, refuge, or garden, including facility maintenance, facility scheduling, and classes; and oversees the planning, construction, maintenance, conservation and repair of all resources and infrastructure.
4. Assists with the management of plant and animal populations in the assigned park, refuge, garden, or similar facility.
5. Plans and coordinates special events. Works with sponsors, advertisers and media to promote events; orders and inventories plants; coordinates entertainment and activities; and evaluates event success.
6. Composes and tracks major initiatives, activities, goals, and business plans. Prepares reports, as requested.
7. Assists in the preparation of the budget. Monitors and approves expenditures; ensures guidelines are followed; makes recommendations as necessary; and assists with grant writing of assigned area.

8. Oversees bid specifications for contracted projects. Follows City purchasing procedures in encumbering money, generating purchase orders and paying invoices.
9. Performs other related duties as required.
10. 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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of a park, refuge, garden or similar natural science oriented facility.
 - Education theory and best practices.
 - Educational presentation techniques.
 - Environmental interpretation and theory, methods and techniques.
 - Standards and procedures for preparation and maintenance of natural, cultural and library collections.
 - Biology, environmental science, range and soil science, botany, and other related fields.
 - Local flora and fauna.
 - Local natural history.
 - Management of captive wildlife feeding and veterinary care.
 - Principles of supervision, training and performance evaluation.
 - Principles of letter writing and fundraising methods.
 - Purchasing procedures.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Basic computer functions and word processing software.
- **Skill in:**
 - Interpersonal relations.
 - Organization and time management.
 - Conflict resolution.
 - Computers and applicable software.
 - Public speaking and presentation.
 - Event coordination and management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee operations and activities in and around park, refuge, garden, or similar facility.
 - Analyze statistics on program activities/demographics and to recommend specific areas for new and/or enhanced services.
 - Develop, plan, and implement goals and objectives for providing effective services and educational programs.
 - Direct and coordinate operational activities and assign work of professional employees.
 - Supervise the work of assigned subordinate employees and volunteers.

- Select, supervise, train and evaluate subordinate employees.
- Prioritize grounds projects and establish timeline for completion.
- Find sponsors and solicit funding.
- Interview, assess, evaluate and counsel individuals.
- Interpret and explain City policies and procedures.
- Investigate complaints to determine validity and resolution.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in a natural or physical science, including biology, geology, botany, range management, environmental science, environmental education, forestry, natural interpretation, or a related field and four years of experience working in a natural science field developing education plans, providing group instruction and/or developing and implementing natural resource management plans, including two years of experience directly related to the field of assignment and one year of direct supervision over professional staff.

OTHER REQUIREMENTS

Valid Texas driver's license.

When assigned to the Nature Center Natural Resource Management Program: Possession of a Texas Department of Agriculture Pesticide Applicator license or ability to obtain within six months of employment.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.