

EAST BAY REGIONAL PARK DISTRICT

SUPERVISING NATURALIST

GENERAL FUNCTION:

Under general supervision, to represent the EBRPD, educate the public, protect natural resources and supervise staff, to supervise natural and cultural history programs and maintain interpretive facilities for school groups and the general public. Supervising Naturalists are responsible for interpretive services in one of the following sectors: Northwest, Northeast, Central, Southwest, Southeast sectors and Ardenwood Regional Preserve.

ESSENTIAL FUNCTIONS:

Supervises the park's interpretive and operation functions; sets program priorities for the interpretive and support staff; provides guidance to interpretive staff to create an appropriate balance between fee and free programs; assures the maintenance and protection of natural and cultural resources and ensures resource protection messages are provided in interpretive programs; encourages staff to develop specific outreach programs; reviews the content of interpretive lectures, programs, tours, exhibits, displays, and classes prepared by staff; may personally plan and conduct same; supervises and participates in the facility's special events; researches, writes and reviews written material (flyers, brochures, notices, articles, and booklets); and promotes that park's interpretive services. Through research and field studies, develops and maintains expertise in cultural and natural history resources. Oversees the sales operations and financial activities of the interpretive facility. Directs the maintenance of visitor centers. Performs administrative and supervisory tasks required to do all of the above, such as selects and trains staff; prepares, administers and maintains an annual budget; maintains records; and provides monthly, annual and other reports as required.

OTHER FUNCTIONS AND DUTIES:

Oversees the activities of volunteers; attends various conferences, workshops, and training programs; conducts training programs for staff, educators, volunteers, and interpreters. May act for the Chief, Interpretation and Recreation Services. Completes special projects and performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Education: A Bachelor's Degree from an accredited college or university with major work in natural science, cultural history, or other suitably related field; and
- Experience: Four years of recent field experience in interpretive work relating to conservation or wildlife management, two years of which must have been in a supervisory experience.
- Substitution: A Master's Degree in one of the above fields may be substituted for one of the required years of non-supervisory interpretive experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, methods, and techniques of interpretation; knowledge of the natural and cultural history of the District's interpretive sectors. Knowledge and skill in the principles and practices of effective supervision. Sound judgment, organizational and administrative skills. Good verbal and written communication skills. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

As a condition of employment, a Supervising Naturalist is required to work in a prescribed uniform; may be required to work unusual hours, weekends and holidays; may be required to work in a variety of work environments. A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Chief, Interpretive and Recreation Services

SUPERVISES: Naturalist/Naturalist Aides, office support staff, and seasonal classifications. May supervise park operations field staff, as required.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective: 3/22/03
Supervising Naturalist I = \$4,459.87 - \$4,865.47
Monthly Salary Range Effective: 1/1/04
Supervising Naturalist II = \$4,745.87 - \$5,205.20
Supervising Naturalist III = \$4,936.53 - \$5,434.00
Replaces "Supervising Naturalist I, II, III", Adopted by Board: March 20, 1990
Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04

Supervising Naturalists are classified into four levels (I, II, III and IV) based on the variety and complexity of the interpretive park.