



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	NATURE CENTER DIRECTOR
Jurisdictional Class:	Competitive
Civil Division:	Emerson Park
Adoption: CSM	03/25/2000
Revised: CSM	04/12/2000

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for daily supervision and administration of the operation of the Nature Center, including educational programs and grant application and implementation. The incumbent is responsible for the maintenance of the buildings and grounds, staff and volunteers at the Sterling Nature Center. The director works cooperatively with the Sterling Commission, the Friends of the Sterling Nature Center, and the Cayuga County Parks and Trails Commission to successfully develop the Sterling Nature Center to its maximum potential. The center encompasses approximately 1400 acres including approximately 1 mile of Lake Ontario shore line. The purposes of the center is to foster an understanding and appreciation for the natural environment through guided and unguided nature study and interpretive programs provided by the Nature Center. Work is performed under the direction of the Park Maintenance Supervisor.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sets priorities and develops work schedules;
Trains and evaluates Sterling Nature Center employees;
Coordinates volunteer efforts, identifies and prioritizes tasks;
Develops and delivers educational programming and interpretive exhibits and materials;
Works closely with schools so as to prepare programs using curriculum that students are using in class;
Arranges for public workshops on natural history, ecology, physical and natural science;
Collaborates with other agencies, including Federal, State and Non-Profit agencies in making presentations to the public on natural history, ecology, resources management, environmental science and program evaluation;
Responsible for keeping informed of activities in the field of nature centers by reading technical texts, periodicals and conferring with specialists in the appropriate fields;
Develops and implements educational programs by holding conferences with Naturalists and Exhibit Artists to identify themes relating to natural history;
Selects topics of natural historical and ecological interest, writes lesson plans to outline points of the topic and verbal presentations to youth and adult groups, including school districts;
Performs research tasks pertaining to natural history, ecology, resources management and environmental science;
Serves on Committees to coordinate presentations to the public;
Generates new projects, future development for the center;
Develops Sterling Nature Center long range plans;
Coordinates with staff and other county departments as well as other nature centers in New York State, New York State Department of Environmental Conservation, and Federal Department of Interior;
Prepares applications, administers/grants funds and implements the grant projects;
Uses computer for word processing and spreadsheets in developing funding packages;
Plans and assigns tasks that maintain the appearance and condition of facilities and grounds, such as snow removal, new and extending trails which may include construction of wooden ramps for walking through the wetlands and general building maintenance;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the natural environment and the methods and principles of the management of wildlife and vegetation resources as applied to educational and recreational programs offered by a nature center;

Good knowledge of proper park maintenance methods covering grounds, buildings and equipment;

Good knowledge of Nature Center policies, rules and regulations;

Working knowledge of methods and principles of supervision;

Ability to plan, schedule and supervise the operations and maintenance activities of Nature Center workers;

Ability to supervise the development of plans to present educational themes relating to natural history and ability to supervise the creation of exhibits and interpretive materials;

Ability to manage funds budgeted for the operation and maintenance of the Nature Center;

Ability to identify and articulate physical and capital needs through oral presentations and narrative reports;

Ability to prepare and implement a grant application;

Ability to maintain favorable public relations by answering questions, explaining rules and regulations, and resolving complaints;

Ability to communicate verbally instructions, assignments, or other items to subordinate staff.

Excellent written and verbal communication skills;

Computer literacy, including word processing and spreadsheets;

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in environmental education, environmental science, natural sciences, resource management or closely related field AND two years of full-time professional level work experience in a nature center, park, wildlife reserve, or school administering, designing and implementing a nature, conservation, or natural environmental program in which there is significant community participation; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in environmental education, environmental science, natural sciences, resource management or closely related field AND four years of full-time professional experience as defined in (A) above; OR
- (C) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in environmental resources, environmental science, natural sciences, resource management or closely related field AND six years of full time professional experience as defined in (A) above.
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level NYS Driver's License at time of application.
Possession of license at time of appointment.