



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: RANGER/NATURALIST

DIVISION: Recreation
REPORTS TO: Ranger/Naturalist Supervisor
DATE ADOPTED: April 13, 2005

CLASSIFICATION CODE: 5234
FLSA STATUS: Non-exempt

POSITION SUMMARY:

Under general supervision, performs technical, responsible, and professional work in the areas of interpretive program operations and environmental, historical, and cultural resource planning and management. The incumbent in this position coordinates the interpretive and naturalist functions of the division. The Ranger/Naturalist implements the District's interpretive program, which encourages the proper utilization, protection, and appreciation of the natural resources found in District facilities. The Ranger/Naturalist is responsible for general interpretation, presentation of environmental education and special programs, development of interpretive materials, information services, and public contact. The Ranger/Naturalist may act as a Ranger when needed.

DISTINGUISHING CHARACTERISTICS:

The Ranger/Naturalist emphasizes the creation, presentation, and administration of environmental education interpretive and special programs. The Ranger/Naturalist has independent responsibility for the administration of interpretive programs and may act as a lead in the absence of the supervisor. The Ranger/Naturalist is further distinguished from the park Ranger in that the latter regularly performs a variety of generalist duties at park and recreational facilities including maintenance, public contact, law enforcement, first aid and emergency response, as well as park interpretation. The Ranger/Naturalist performs generalist ranger duties as needed. The Ranger/Naturalist is distinguished from the Ranger/Naturalist Supervisor in that the Supervisor outlines the general plans and procedures, but the ranger/Naturalist acts independently in planning and directing interpretive and research operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops and conducts natural, cultural, and historical interpretive programs; Leads tours, nature walks, and conducts environmental education and special interest programs.
2. Prepares interpretive materials, including newsletter articles, displays, and exhibits, teacher education guides, park flyers, and brochures to depict natural history and cultural resources of the parks and region.
3. Catalogues the natural and cultural resources of the parks and region.
4. Assists with planning and review of District projects.
5. Catalogs and monitors historical, cultural and natural resources of the parks and region.
6. Assists in the accession of historical materials and records relevant to the District.
7. Develops and schedules school and community group programs; administers contracts with instructors.
8. Acts as District liaison with community based organizations in the promotion and coordination of program activities, attending and/or speaking at meetings, community and professional functions, institutes, and conferences as assigned.
9. Plans and executes special events.
10. Assists with budget planning and control for areas of responsibility.
11. Performs routine clerical tasks such as: filing, handling cash, answering telephones, preparing forms, reports, and accounting documents.

12. Maintains records of installation, maintenance, and repair orders to track activities in open space; ensures work is documented and on file; prepares status reports for projects.
13. Cares for animals used in association with program activities, especially snakes, spiders, and tarantulas.
14. Provides information to park visitors pertinent to park use, points of interest, and recreation opportunities; responds to inquiries.
15. Travels park and recreation areas by foot, bicycle, or vehicle, on an as-needed basis, to assist the general public; promotes awareness of park rules and regulations; issues warnings and citations to level of certification.
16. Provides first-response emergency assistance for situations involving injury, illness, fire, water, or other causes to level of certification.
17. Attends trainings, workshops, and classes related to job duties. Conducts personnel training on interpretive methods and skills, and proper safe use of program equipment.
18. Hires, selects, and evaluates part-time personnel and volunteers.
19. Directs the daily work of temporary, part-time personnel or volunteers; conducts orientations and training of new personnel in work methods and procedures.
20. Performs related work as required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The employee will perform duties both outdoors and in an indoor office environment. Employees may work an irregular work schedule and on weekends and holidays; work at various District sites; travel to non-District sites; participate in field trips and overnight camp outs. Employees will be exposed to a variety of climatic conditions and geographical terrain, and insects and animals used in program activities and occurring on District sites. Employees are required to wear the prescribed uniform.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee can be required to traverse slopes and grades; stand or walk for prolonged periods; have bodily movement adequate to drive a vehicle, climb, stoop, kneel, and crouch; hear and talk with the ability to communicate in person, by telephone, and by radio; have the physical capacity to lift and carry 50 pounds; have vision adequate to read standard text; have manual dexterity to communicate in writing and operate a computer.

MINIMUM QUALIFICATION REQUIREMENTS:

Education and Experience: Completion of four (4) years of college or university work with a degree in Natural Sciences, Recreation, or a related field and two (2) years of recent paid experience in a park setting or a suitable combination of experience and education.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Accepted techniques and methodology of supervising program activities and personnel.
- General principles and practices of natural resource management and park operations.
- Basic principles and techniques of park interpretation and research methods.
- Common recreational and social needs of various age groups.
- State educational curriculum requirements for various grade levels.
- Amenities and programs available in assigned parks.
- Natural and cultural history of California and the San Francisco Bay Area.
- Computer software (such as Word, Excel, and PowerPoint), and desktop publishing software (such as PageMaker).
- Care and maintenance of live specimens, including snakes, spiders, and tarantulas.

Ability to:

- Plan and develop entertaining and educational programs, exhibits, and displays, as applied to a parks and recreation interpretive program.
- Prepare, coordinate and operate fee-based outdoor recreational programs.
- Plan work assignments, operate with independence and coordinate work with others.
- Apply principles and practices of ecology, land use and conservation.
- Engage audiences of various age groups, especially children.
- Read, interpret and understand the relevant laws, ordinances, and regulations.
- Interact courteously and effectively with community groups and individuals.
- Remain calm and determine effective emergency services needed for any situation.
- Comprehend and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing, especially when leading programs and producing written reports.
- Keep accurate records of information such as park use and park incidents.
- Operate audio/visual equipment used in exhibits and presentations.
- Operate a variety of patrol vehicles, including trucks and bicycles.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT: -

Possession and maintenance of a class “C” California Driver’s License with a satisfactory driving record, and clearance from a criminal background check. Possession and maintenance of a class “B” California Driver’s license with appropriate endorsements, a Certificate in Professional Rescuer CPR, First Responder first aid, all required within 180 days from date of hire. Completion of law enforcement training as described in Section 832 of the California Penal Code is required within one of hire.