



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: RANGER NATURALIST SUPERVISOR

DIVISION:
REPORTS TO:
DATE ADOPTED:

CLASSIFICATION CODE:
FLSA STATUS:

POSITION SUMMARY:

Under general and specific supervision, performs technical, responsible, and professional ranger naturalist work on a supervisory level. Is responsible for day-to-day supervision of assigned park and recreation facilities, and the development and implementation of District interpretive and historical programs. Provides assistance in matters of environmental and historical concern.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises and directs day-to-day park and recreation facility operations at regional parks and/or historical sites.
2. Develops, supervises, and conducts natural, environmental science and historical programs and documents.
3. Provides leadership and instruction for special activities, lectures, and fee classes.
4. Recruits, trains, and supervises full-time and part-time staff and volunteers.
5. Communicates with community based organizations in promotion and coordination of program activities.
6. Makes recommendations and submits reports to superiors regarding areas of responsibility.
7. Assists in the preparation of budget and budget control regarding areas of responsibility.
8. Prepares news releases, feature stories, and other publicity, information, and materials. Performs other public relations work as assigned.
9. Attends and/or speaks at meetings, community and professional functions, institutes, and conferences as assigned.
10. Assists with preparation of environmental documentation as required on District projects.
11. Enforces facility use rules and regulations; issues citations.
12. Assists in preparation of grants and alternative funding proposals, and coordinates funding programs.
13. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree with emphasis in park management, recreation, forestry, environmental science, or a closely related field.

Experience: Four years of increasingly responsible and paid experience in a position responsible for day-to-day park and recreation management and operations, with at least three years experience in interpretive and recreational program supervision and planning.

OR

Some acceptable combination of education and appropriate experience.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of: Leadership techniques; safety and first aid procedures; skills in planning, organizing, and conducting interpretive programs and park operations.

Ability to: Work effectively with public, community-based organizations, and other District staff; stimulate interest and lead or instruct people in various interpretive activities; assume responsibility for a program and/or facility, and obtain adequate results; organize and plan work; oversee and train other personnel.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

1. Must be trained and certified by the American Red Cross to administer first aid and CPR or be capable of acquiring certification within 30 days after hiring.
2. Possession of a valid Class II California Driver's License, or be capable of obtaining the license within 30 days after being hired.
3. Completion of 26 hours of law enforcement training as prescribed in Penal Code Section 832, or have the ability to successfully complete such training within 12 months after being hired.