

HENRY COUNTY CONSERVATION BOARD

JOB TITLE: ASSISTANT NATURALIST
REPORTS TO: NATURALIST, EXECUTIVE DIRECTOR
FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

Assists the Naturalist in organizing, developing, and coordinating a quality environmental educational program to the residents of Henry County, as well as, assisting in the development and promotion of the department through its websites and social media.

PRIMARY FUNCTIONS:

Researches, develops, prepares and presents programs, speeches and special events to various groups including school classes (preschool through college), teacher in-services, sporting organizations, local civic and service clubs, churches and youth groups.

Conducts research and develops and designs written educational materials and displays concerning conservation; assists with construction of displays.

Researches and writes articles for a conservation newsletter; assists with design and layout; assists with the writing of other promotional brochures, news releases and information flyers.

Answers the phone answering questions, referring to appropriate persons or organization or taking messages; takes reservations for shelters, meeting room, and cabins.

Sorts invoices and prepares claims for Board approval, collects and deposits all incoming fees, maintains an up-to-date inventory of equipment and facilities.

Assists in the management of the Outdoor Classroom.

SECONDARY FUNCTIONS:

Keeps department office and nature center open; greets visitors to the nature center and answers questions.

May act as Board Secretary, takes and types the minutes.

Performs other related duties as required.

MATERIAL AND EQUIPMENT USED:

Pickup Truck or Van Power Tools General Office Equipment
Audiovisual Equipment Housekeeping Equipment

MINIMUM QUALIFICATION REQUIRED:

Education and Experience:

Graduation from college, with a minimum of a two-year degree in a related field of study, AND one-year experience in professional conservation, education, or natural science work or an equivalent combination of education and experience.

Successful Pre-Employment Screening required.

LICENSES AND CERTIFICATIONS:

Iowa Hunter Safety Instructor
Valid Driver's License and insurable under the Henry County insurance policy.
CPR Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current conservation principles and practices.
- Trees, shrubs, flowers, fish, reptiles, birds, and other wildlife common of Henry County.
- Current literature, trends, and developments in the fields of education and conservation.
- Geology, soils, and other natural sciences.

Ability to:

- Give informal talks and formal presentations regarding conservation to groups of all ages.
- Communicate clearly and effectively, both orally and in writing.
- Interpret and effectively apply Henry County Conservation Board policy, procedure, rules and regulations relative to conservation education.
- Establish and maintain effective working relationships with co-workers and the general public.

PHYSICAL AND MENTAL ABILITIES:

Substantial amount of physical effort and manual dexterity required to climb/descend ladders, constant standing and walking, often on ungraded terrain.

Physical ability to lift medium articles, sometimes weighing up to 50 pounds maximum and carrying of objects weighing up to 50 pounds; pushing and/or pulling object weighing up to 50 pounds maximum.

Good vision is required, either uncorrected or corrected through the use of lens.

WORKING CONDITIONS:

Works primarily in an office environment, however, time is spent outside exposed to temperature extremes, dirt, dust, noise, etc.

Work is performed in a normal office environment, with some exposure to outdoor temperatures and driving a vehicle in moderate to heavy traffic.

Some exposure to hazardous situations which involve exposure to heavy machinery, hazardous chemicals, power tools, or wild animals.

Working time may require irregular hours and shift times.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in the specification.