

Clinton County, Iowa
Job Description

Job Title: Naturalist	Reports to: Environmental Education Coordinator
Department: Conservation	Pay Band: B23
Revision Date: 6/10/2024	FLSA: Non-Exempt

SUMMARY: Under indirect, occasional supervision of the Environmental Education Coordinator, plans, develops, coordinates, and presents environmental education and interpretive programs for schools, youth and adult groups, and the general public; develops related written, audiovisual, and display materials.

Essential Job Duties and Responsibilities:

- Attend all necessary workshops for continuing education.
- Develops plans, and conducts, environmental education and interpretive programs within the schools on a regular basis; assists in planning and conducting field studies and provided resource materials, equipment and in-service teacher training.
- Acts as resource person, in the areas of expertise, to schools, service groups, general public, and other community organizations and agencies such as speaker or presenter.
- Develops, plans, and conducts environmental education and interpretive programs for special populations such as those with disabilities, at-risk, and senior citizen groups.
- Assists in developing, planning, and conducts special seminars, workshops, and classes in cooperation with other organizations, agencies, and individuals in order to promote interest in conservation issues.
- Develops, plans, and conducts public information programs such as presentations to group; and developing public informational brochures, exhibits, displays, and prepares the newsletter. Develops, plans, and conducts special events and programs such as overnights and very large groups.
- Develops, plans, and conducts summer youth programs for preschool through 12th grade; provides field training for student interns, volunteers, and other employees assigned to the program.
- Responsible for maintaining environmental education program materials and equipment at the Eden Valley Nature Center, Clinton County Conservation office, and the Rock Creek Eco Center.
- Functions as assigned including weekends and holidays.
- May assist Clinton County Residents with conservation environmental issues/questions when available.

Job Description: Naturalist

- Keep records of programs performed and calculate appropriate numbers to address the importance and use of Environmental Education.
- Will work a nonstandard workweek.
- Other duties as assigned

Minimum Qualifications Requirements - (Education and Experience):

Bachelor's degree required in natural resources education or related field. Must be proficient in all Microsoft Office Suite and Internet/social media. 1-2 years of experience preferred.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of department changes
- Ability to effectively utilize power tools.
- Ability to establish and maintain effective working relationships with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Thorough knowledge of law practices and policies.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy
- Ability to uphold a positive image of the Clinton County Conservation Board.

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to write reports, general business correspondence, and procedure manuals.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Job Description: Naturalist

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Work Environment:

- Ability to work at times within stressful and confidential situations.
- Environmental – Frequently exposed to wet or humid conditions, work near moving mechanical parts; work in high, precarious places; fumes or air borne particles; outdoor weather conditions; extreme cold and extreme heat. Occasionally exposed to toxic or caustic chemicals, risk of electrical shock and vibration.
- Noise – Loud (example: jack hammer work, large earth moving equipment)

Physical Demands:

- Standing or being stationary – Approximately between 1/3 and 2/3 of on-the-job time.
- Walking or traversing – Approximately between 1/3 and 2/3 of on-the-job time.
- Sitting or being stationary – Approximately between 1/3 and 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately between 1/3 and 2/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position oneself to move – Approximately between 1/3 and 2/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 50 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

- Possess a valid driver's license.
- NASP Instructor (National Archery in the Schools Program)
- CPR and First Aide
- Hunter Safety Instructor

Job Description: Naturalist

- Coast Guard Boater Safety
- Iowa Hunting and Fishing license

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____