



We, the employees of the City of West Des Moines, through Teamwork and Cooperation, are committed to provide the highest Quality of Service with Honesty and Integrity to the community we serve.

Our mission is to serve the people of West Des Moines honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community.

## City of West Des Moines Job Description

<b>Job Title:</b>	<b>Naturalist</b>		
<b>Department:</b>	Parks & Recreation	<b>Civil Service:</b>	Applicable
<b>Reports To:</b>	Recreation Program/Facility Supervisor	<b>Grade/Range:</b>	NU_C41
<b>Dotted Line Reports To:</b>		<b>Manager Level:</b>	Non-Manager
<b>Category:</b>	X Exempt (salaried) Non-exempt (hourly)	<b>Last Review Date:</b>	November 2022
<b>Post Offer Testing:</b>	Physical and Drug Screen after contingent offer		
<b>Residency:</b>	Applicable, Full Time Only: Must be an Iowa resident within two years of hire date and maintain residency throughout duration of employment. Chapter 400.17 of the Iowa Code		

<b>Summary Description:</b>	Under the general direction of the Recreation Program/Facility Supervisor, designs, develops, promotes, and administers environmental and outdoor recreation programs for people of all ages. Provides on-site supervision during program operation. Collaborates with area organizations to provide programming for various public, private, and school groups. Schedules and coordinates public use of the Nature Lodge, Community Garden, and Archery Range. Responsible for being on-call during programs and facility rentals and making on-site decisions as necessary.
<b>Routine Job Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Designs, develops, and administers environmental/outdoor recreation programs, presentations, and various hands on environmental educational activities for people of all ages.</li> <li>• Collaborates with area organizations to provide programming for various public, private, and school groups. Coordinates with organizational leaders to individualize programs to ensure they meet the specific needs of each group.</li> <li>• Markets and promotes environmental programs throughout the metro area including use of social media.</li> <li>• Recruits, hires, trains, and supervises part-time and seasonal staff for assigned programs and facilities.</li> <li>• Hires, coordinates, supervises, and evaluates performance of private contractors.</li> <li>• Greets the public, answers the telephone, provides information, handles complaints, schedules, and coordinates public use of the Nature Lodge and Archery Range. Assists customers with their questions and other needs.</li> <li>• Administers Community Garden program.</li> <li>• Develops operating budgets for recreation programs and assists Recreation Program/Facility Supervisor with developing facility operating budgets. Continually monitors program expenses and makes budget adjustments as needed.</li> <li>• Maintains accurate related records and provides follow-up for customer billing and facility rental confirmations.</li> <li>• Maintains accurate inventory of supplies for assigned recreation programs and facilities. Purchases additional items as needed according to the City's purchasing policy.</li> <li>• Researches trends in environmental education and outdoor recreation and evaluates current programs. Recommends program changes and makes suggestions for improvements.</li> <li>• Assists with management of City Green Team and efforts related to sustainability and climate action.</li> <li>• Responds to emergency calls after hours.</li> <li>• Ensures that the City's mission, goals and objectives are fully supported and initiated. This</li> </ul>

	<p>includes, but is not limited to, support of the following initiatives: the quality initiative; Mayor/City Council strategies and various other city-sponsored work teams.</p> <ul style="list-style-type: none"> <li>• Performs other duties and responsibilities as assigned.</li> </ul>
<b>Periodic Job Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Prepares reports as needed.</li> <li>• Monitors general condition of assigned recreation facilities and responds to any defects or damages.</li> <li>• Attends department and division staff meetings, individual meetings with division head, City committee meetings, etc.</li> <li>• Attends training sessions, conferences, meetings and workshops to stay current on principles, practices, and new developments in assigned work area.</li> <li>• Builds relationships with external agencies, citizens, and user groups.</li> </ul>
<b>Job Standards:</b>	<i>Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:</i>
<b>Education/Experience:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Environmental Studies, Ecology, Biology, Natural Resources Management, Biodiversity and Conservation, Education, Recreation, or related field plus 6 months of related work experience</li> <li>• One year of supervisory experience preferred</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to handle confidential information in a sensitive manner</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent interpersonal communication skills</li> <li>• Problem-solving ability</li> <li>• Ability to take initiative and work independently with little direct supervision</li> <li>• Basic mathematical skills</li> <li>• Excellent telephone techniques</li> <li>• Strong customer service skills</li> <li>• Ability to concentrate in a diverse work setting</li> <li>• Sound judgment and decision-making abilities</li> <li>• Supervisory ability</li> <li>• Good time management skills</li> <li>• Ability to take a creative and innovative approach to programming and promotions</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• General knowledge of environmental and/or outdoor recreation programming and facility operations</li> <li>• General knowledge of office equipment, including photo copier, scanner, telephone, facsimile, and calculator</li> <li>• Proficiency with PC's and computer software and applications</li> </ul>
<b>Licenses:</b>	<ul style="list-style-type: none"> <li>• Possession of a valid Iowa Driver's License or evidence of equivalent mobility</li> <li>• CPR, First Aid, and AED Certification within 6 months of hire</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Long periods of sitting</li> <li>• Intermittent periods of standing and walking</li> <li>• Ability to lift, carry, push, and pull objects up to 20 pounds frequently and in excess of 50 pounds on occasion</li> <li>• Constant talking, hearing, and concentration</li> <li>• Frequent handling, judgment, and writing ability</li> <li>• Intermittent stooping, climbing, kneeling, and reaching</li> <li>• Moderate exposure to weather, extreme heat, cold, wet and/or humid conditions, dirt/dust, and other environmental conditions</li> </ul>
<b>Safety Hazards:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Other:</b>	

<p><b>Note:</b> This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>		
<b>Approval:</b>	Signed	Date
Human Resources Director:		
Department Head:		