

PROGRAM ADMINISTRATOR (CONSERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for the daily operation of the County's conservation facilities and historic sites. Duties include, but are not limited to the daily operation, including maintenance, supervision and management of the Nature Centers, Ward Pound Ridge Reservation, the Biodiversity Program, and curator functions at the Bronx River Reservation. The nature centers, environmental programs, camps, etc. are designed to promote environmental awareness and respect. Considerable technical skill and independent judgment must be exercised. Supervision is exercised over professional, technical and labor employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs all personnel, programs and events at the County nature centers and historic sites;

Performs a wide variety of administrative functions related to County Conservation, Historic and Interpretive sites;

Has overall responsibility for all administration, programming, research activities and maintenance at Ward Pound Ridge Reservation;

Directs the maintenance for all Nature Centers, historic sites and conservation programs and directs labor and technical work necessary for the maintenance of trails and facilities;

Manages countywide biodiversity research and programming;

Supervises the Summer Nature Camp;

Initiates, plans, organizes, coordinates and implements special nature and environmental programs and events;

Prepares, organizes and writes brochures, news releases and publicity material;

Develops, promotes and maintains nature trails, arboretums and field nurseries, nature centers, etc.;

Assists local communities and groups in developing educational programs to create a greater interest in the environment;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of conservation theory and professional practice; good knowledge in conducting field biology research; good knowledge of the principles and practices of environmental education; good knowledge of the of geology, zoology, ecology and botany; working knowledge of the principles and practices of program administration including program budgeting; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to communicate effectively, both orally and in writing; good professional judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and six years of experience in which the primary function of the position was nature museum operation, outdoor museum interpretation, museum interpretation, conservation area management or substantially similar work, which included or was supplemented by two years experience that included conducting biology field research and field data compilation.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Masters Degree* in Environmental Education, Conservation, Horticulture, Floriculture, Forestry, Biology, Botany, Geology, Environmental Science or related natural science field may be substituted for the above general experience at the rate of 30 credits per year for up to four years of the above stated general experience. There is no substitution for the two years of specialized experience above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.