

MAJOR FUNCTION

This is a responsible position involving administrative, professional, educational, operational, and land and trail management activities for the Parks, Recreation and Neighborhood Affairs Department. Work is performed under the general direction of the Superintendent-Parks. The incumbent is expected to exercise independent judgment and initiative in the performance of daily tasks. Work is reviewed by conferences, reports, observations, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, develops, organizes, and coordinates land management activities necessary to preserve, enhance, and protect natural resources and develop trails in regional parks and areas of other parks as needed. Coordinates land management operations of controlled burning; listed species habitat management; wildlife habitat management; erosion control; aquatic systems management and enhancement including fisheries and aquatic weeds, invasive species control, reforestation, and similar land management duties. A major focus of this position is developing, maintaining, promoting and managing all trails within City parks. Reviews all trail and facility development and maintenance to be in compliance with proper risk management procedures and coordinates with the City Risk Manager as necessary. Develops, promotes, and coordinates environmental education programs, interpretive displays and programs, and scientific research activities. Ensures compliance with state, local, and federal environmental regulations; coordinates security measures with the Police Department (TPD), as may be needed. Provides guided tours and interpretive programs, and similar activities related to natural systems in regional and other parks. Coordinates with park users and the Parks and Recreation staff regarding management activities and maintenance operations. Acts as liaison between the Parks, Recreation and Neighborhood Affairs Department and other City departments concerned with environmental matters; local environmental groups; user groups including Tallahassee Mountain Bike Association, Southern Trailriders, Gulf Winds Track Club, Florida Trail Association; and the community in general regarding park management and use. Serves as staff to the Phipps Park Advisory Committee and other similar groups as needed. Works together with land management professionals, biologists, and other professionals to develop and implement, or coordinate, management activities such as exotic species removal, controlled burning, planting, and similar activities. Propagates or locates rare or hard to find species of plants for introduction on park property. Participates in management activities; directs staff as needed in activities requiring operation of tractors and other equipment, application of chemicals, working on fire lines, collecting and identifying plants and animals, and similar operational activities. Prepares capital and operating budget requests, prepares proposals and seeks grant funds, and recommends needed positions. Prepares reports and Commission agenda items as needed. Prepares bid specifications for contractual services regarding park management and oversees contract implementation. Recommends selection, advancement, transfer, discipline, dismissal and grievance adjustment for supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases. Prepares related work as required

Other Important Duties

Opens gates, issues permits and provides information. Coordinates development, use and distribution of informational materials such as maps and brochures. Plans and directs installation of interpretive, informational and regulatory signage on the park property. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of a broad range of terrestrial and aquatic natural systems and natural systems management. Considerable knowledge of and experience in sustainable trail construction and maintenance to establish trails for hiking, running, horseback riding, mountain biking and paddling that are enjoyable for each user group and exhibit proper land stewardship. Considerable knowledge of local, state and federal environmental regulations. Some knowledge in nursery management, horticulture, and plant propagation. Knowledge of controlled burning techniques. General knowledge of computer systems including database programs, spreadsheet programs, graphics programs such as Adobe Illustrator, and word processing programs. Considerable knowledge of GIS programs; ability to operate GPS equipment. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to develop and present environmental education programs and other information to groups. Ability to communicate effectively, both orally and in writing. Ability to follow complex written and oral instructions.

Minimum Training and Experience

Possession of a bachelor's degree in biology, environmental management, forestry, parks and recreation, or a related natural resource field and two years of professional experience that includes preservation land management, natural resource management, parks and recreation management or trail management in a park or on private land; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must be licensed to apply pesticides within one year of employment.

Established: 03-07-94

Revised: 03-24-94

10-07-03*

07-15-05*

07-13-09*

09-24-14