

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Nature Center Supervisor
Department: Animal Services
Revised : December 2021

Class : Professional
FLSA : Non-exempt

This job description supersedes any prior description for the Nature Center Supervisor classification.

GENERAL DESCRIPTION

Responsible supervisory and professional-level work in supervising and participating in the activities of the Nature Center, Rowan Wildlife Adventures, and Eagle Point Nature Preserve. Supervision is provided to a small staff of full time and part time personnel. Supervision is received from the Animal Services Director, who reviews work through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, schedules, supervises, and participates in the presentation of a variety of nature programs including animal life talks, nature trail interpretive walks, narrated slide programs, nature topics, film programs, and static exhibits.

Plans, schedules, supervises and participates in the feeding and care of a wide variety of healthy, sick or wounded animals, reptiles, birds and fish; recaptures escaped animals; confers with private citizen owners of sick or wounded wild animals on action to be taken.

Coordinates and participates in the construction, repair, and maintenance of the facilities at the Nature Center and related areas including buildings, nature trails, and animal containment areas.

Prepares the annual budget for the Nature Center and related facilities.

Performs fundraising activities through grant writing, solicitations of corporate and civic groups and individuals to improve the Nature Center, nature trails, and nature preserves.

Schedules and assigns meeting rooms to various groups.

Maintains a variety of records and reports, which includes making application for license and permits for the captivity of certain wild animals with Federal and State agencies; maintains State and Federal permits for the possession of chemical immobilization agents.

Prepares and schedules inspection of animals by state and federal agencies as required by the Animal Welfare Act.

Inspects the Nature Center on a periodic basis for cleanliness and vandalism.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of practices, procedures, programs, and facilities related to the operation of a Nature Center in a public sector environment.

Thorough knowledge of the care and feeding of a variety of animals, reptiles, birds, and fish.

Considerable knowledge of the construction, repair, and maintenance of Nature Center related facilities.

Ability to plan, prepare, supervise, and participate in a wide variety of relevant programs.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to speak in public forum in order to solicit funding and encourage participation in parks and recreation activities.

Ability to plan, prepare, and maintain a budget.

PHYSICAL REQUIREMENTS

Work in this class includes sitting, walking, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature; cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Biology, Zoology, Botany, or relevant area and two years related experience; or equivalent combination of training and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**