

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CONSERVATION EDUCATION REPRESENTATIVE

POSITION CODE: 09300
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under direction, organizes, develops and executes a divisional program for conservation education; performs liaison work between the Department of Natural Resources and other departments and community organizations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Consults with conservation, civic, agricultural, youth and sportsmen's groups to provide advice, publicity and educational materials for development of a conservation education program.
2. Cooperates with county superintendents of schools, teachers, and representatives of the Office of Public Instruction in working out programs to further conservation education.
3. Interprets various phases of the conservation education program to local conservation and educational leaders.
4. Prepares and delivers speeches before interested groups; interprets departmental rules and regulations and pertinent laws to interested persons and groups.
5. Assists in the layout of films and slides; edits films for television presentations; prepares radio and television programs; photographs pertinent subject matter; operates and maintains a film library.
6. Edits magazines, pamphlets and brochures; writes articles for publication in pamphlets, bulletins and magazines.
7. Supervises setting up and maintaining exhibits in the conservation building at the fairgrounds; responsible for art work in displays, signs, posters and publications; acquires wildlife specimens and mountings for display purposes and for use in conservation schools.

CONSERVATION EDUCATION REPRESENTATIVE (Continued)

8. Sells licenses issued by the department; answers questions and distributes information pertaining to all divisions of the department and the Fish and Game Code; prepares correspondence for schedules, meetings and publicity.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in journalism, English, or public speaking.

Knowledges, Skills and Abilities

Requires working knowledge of state conservation laws, rules and regulations.

Requires elementary knowledge of the principles and materials of conservation education.

Requires elementary knowledge of the methods and techniques of disseminating conservation educational materials to the public.

Requires elementary knowledge of the operation of firearms.

Requires ability to establish and maintain successful public contacts.

Requires ability to use cameras, projectors, recorders, and outdoor equipment.

Requires willingness to travel frequently.

Requires ability to present ideas effectively, both orally and in writing.

Requires ability to prepare reports and keep records on conservation education activities.