

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

NATURAL RESOURCES COORDINATOR TRAINEE

POSITION CODE: 28830

Effective: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, participates in an agency sponsored training program for a period of six to twelve months, receiving work assignments to acquire knowledge and skills to become a coordinator of natural resources, engages in designated segments of the larger Natural Resource program and assists higher level coordinators in resource management and planning; participates in the collection and analysis of data to assist in natural resource management projects; prepares and maintains related written narrative reports or informational materials.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a trainee for an assigned site, receives training in developing the natural or outdoor recreational site's interpretive program plan, in projecting anticipated usage, user interest and cost, and preparing the associated needs assessment justification; assists in planning and constructing exhibits and displays for the site's interpretive center in making appropriate alterations and improvements to the center; programs evening and daytime visitor activities; plans and implements foot, aquatic and automotive tours; inspects trail conditions; assists in preparing press releases for use by the local or area news media; organizes and schedules interpretive programming efforts with area educators in order to maximize benefits for visiting school groups.
2. Assists a higher level biologist or forester in conducting field samples, censuses, surveys or inventories to gather baseline and monitoring data, ensuring the accurate identification of species and coordinating sampling activities with other program staff or agencies as required; determines changes in the health of the ecosystem, documents threatened or endangered species, and records the spread and impact of exotics; participates in the development and implementation of proposals to introduce fish and wildlife into new habitats or improve propagation or habitat management practices for existing species; constructs, repairs and maintains equipment used to create, modify, or develop habitat areas.
3. Receives training on how to assess the value of habitat or scenic areas of interest and to conduct feasibility studies to evaluate long range effects of construction or development on a habitat or scenic area; prepares and maintains records, forms, and technical summary reports; prepares position papers; recommends administrative rules governing area use.

## NATURAL RESOURCES COORDINATOR TRAINEE (Continued)

4. For training purposes, consults with, advises and provides professional resource management guidance and assistance to public and private entities; coordinates programs and activities with state, federal and local agencies and organizations; conducts or participates in public information, education, and training programs offered by the department or other organizations; prepares and disseminates information regarding departmental programs, policies, rules, regulations, and resource management to the general public, interested individuals and organizations, and local jurisdictions; develops informational materials such as sporting guides, calendars of local and area events of interest, newsletters, brochures, audio/visual presentations, or other educational, interpretive and informational programs to promote awareness of significant aspects and an understanding of man's relationship to the environment; makes public appearances; participates in such special events as the State Fair; designs and constructs displays or activities and staffs State Fair tents or special event booths to inform and educate the public.
5. All trainee coordinators participates in the development of the annual plan of work and program budget; recommends or establishes performance objectives; prepares and submits periodic accomplishment reports; receives training from employees of the department and other agencies; assists in the preparation of resource management plans for proposed or existing projects and programs; prepares and maintains records, resource materials, documents, artifacts and visual aids; performs research for grants or other resources to enhance program development; identifies and develops research projects with local application; monitors expenditures.
6. Receives training in organizing and scheduling volunteer activities for ongoing programmatic or special events; operates, constructs, modifies, repairs and maintains specialized gear and equipment; monitors and inventories specialized equipment associated with the related assignment.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires a bachelor's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resource management, or a related biological, life or natural science. Requires no previous experience. Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee; however, a bachelor's degree in the appropriate field is a minimum requirement for all positions in this class.

May require possession of a Public Applicator License for the application of pesticides.

## NATURAL RESOURCES COORDINATOR TRAINEE (Continued)

Knowledges, Skills and Abilities

Requires elementary knowledge of flora, fauna, ecological and/or geological attraction identification and modern fish, wildlife, forestry or natural heritage management techniques.

Requires ability to prepare and maintain records and written narrative reports.

Requires ability to collect information and assist in analyzing and evaluating technical data and reports.

Requires ability to establish and maintain satisfactory working relationships with representatives from federal, state and local governments, conservation organizations, other Natural Resource employees, and the general public.

Requires ability to provide task related direction and assistance to seasonal or intermittent employees, volunteers, landowners, sports enthusiasts, or the general public.

Requires ability to deliver planned and impromptu informational presentations.

May require ability to develop the core site interpretive program, addressing site interpretive needs and translating those needs into meaningful outlets.

May require ability to work under adverse environmental conditions.

May require ability to lift loads which may exceed sixty pounds, to traverse rough and broken terrain on foot without mechanical assistance, to use various equipment while standing in a moving boat, and to negotiate a variety of natural obstacles while carrying or otherwise transporting a variety of equipment.

May require skill in the operation and maintenance of specialized conservation equipment or instruments used in fish, wildlife, forestry or natural heritage activities.

Requires possession of an appropriate valid driver's license and the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.