

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

NATURAL RESOURCES EDUCATION PROGRAM COORDINATOR

POSITION CODE: 28834

Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises a unit of staff in the planning, development and operation of a regional conservation education program; directs, administers and implements the education and training of employees and public participants in program education; develops and evaluates audio and visual training aids and materials; as an advanced specialist, functions as a liaison to federal, state and local governments, private agencies and organizations on regional conservation issues and conservation education; conducts and coordinates specialized workshops and seminars; supervises, assigns and evaluates the work of staff; determines staffing needs and program objectives; administers and implements the budgeting and operation of a Regional Urban Fisheries Project.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, develops and presents instructional information in interactive educational workshops designed to encourage an appreciation and understanding of conservation ethics, sport fishing techniques, fish ecology, fish identification, and an environmental consciousness in staff and workshop participants; coordinates and implements environmental and outdoor education clinics, workshops, and seminars.
2. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
3. Directs the development of individual clinic programs and objectives of the Regional Urban Fisheries Project; develops and plans educational program outlines, instructional aids and materials including printed materials and audio/visual training aids; adapts and modifies existing instructional methods and materials to meet program goals and objectives; participates in the preparation and prioritization of the operating budget for the Regional Urban Fishing Project; has discretionary spending authority within prescribed fiscal and divisional guidelines; implements, reviews, and evaluates project expenditures.
4. Aids in the identification, selection and hiring of clinic instructors and other program staff; verifies compliance with personnel procedures and collective bargaining contracts; monitors the use, care, maintenance and security of assigned program equipment.
5. Functions as a liaison to federal, state and local governments, private agencies or organizations to provide conservation education; coordinates the planning and implementation of environmental and conservation education clinics for organizations; develops training modules to satisfy specific needs.
6. Develops and updates the annual Live Fish Contract; schedules the delivery of live fish; analyzes the deliveries to validate the purchase of healthy, uncontaminated, disease-free fish for stocking waterways; accepts live fish deliveries to ensure that the condition, weight, and number of fish are acceptable per the Urban Fishing Project Live Fish Contract.

NATURAL RESOURCES EDUCATION PROGRAM COORDINATOR (Continued)

7. Prepares and maintains various technical records and reports such as daily, monthly and annual activity reports and budget status reports; prepares newsletters for distribution to constituent groups; communicates in written and oral format with agency managers and program participants.
8. 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 or a Bachelors degree in teaching with coursework in zoology, biology, journalism, English, psychology, mathematics, public speaking and education methods.

Requires four years of progressively responsible professional experience in staff development or related fields.

Knowledges, Skills and Abilities

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

Requires extensive knowledge of employee development and motivation and training theories.

Requires extensive knowledge of agency policies and procedures.

Requires extensive knowledge of the means utilized in effective presentations of written, visual and articulated subject matter.

Requires extensive knowledge of sources of information pertaining to environmental and conservation education and teaching methods.

Requires extensive knowledge of the methods and techniques of disseminating information to the public.

Requires working knowledge of supervisory methods.

Requires ability to develop and manage a supportive agency program.

Requires ability to effectively present instructional information and materials before groups of diverse social/economic educational background.

Requires ability to elicit participant response in training workshops, seminars and discussions.

Requires ability to communicate effectively both orally and in writing.

Requires ability to develop and maintain cooperative working relationships.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires the ability to operate audio/visual equipment.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

May require possession of an appropriate valid driver's license.