



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|------------------------------------|--------------|--------------|--------------|
| STAFF CONSERVATION EDUCATOR | 38 | B | 1.750 |
| CONSERVATION EDUCATOR IV | 37 | B | 1.754 |
| CONSERVATION EDUCATOR III | 35 | B | 1.755 |
| CONSERVATION EDUCATOR II | 33 | B | 1.751 |
| CONSERVATION EDUCATOR I | 30 | B | 1.753 |

SERIES CONCEPT

Conservation Educators plan, organize, implement and evaluate educational programs designed to teach hunter and boating safety, environmental concepts and other wildlife related areas to the public, and participate in public relations activities.

Plan, organize, coordinate and present educational programs in hunter and boating safety, aquatic and environmental education, or other assigned area in accordance with program goals and objectives; recruit and supervise volunteer and contract instructors; schedule and coordinate workshops and other training opportunities for instructors.

Evaluate and critique instructor effectiveness; identify developmental needs, provide technical guidance and assist instructors in securing educational materials and guest speakers; survey and review local demand for instructional programs; write contracts for training, inspect training facilities, and maintain records related to course frequency and attendance.

Develop and participate in the annual and biennial budget preparation process; compile and assess data; identify priorities and program needs; submit requests for funding; recommend fund transfers as appropriate; monitor program expenditures to ensure sound fiscal management.

Train, supervise and evaluate the performance of assigned personnel; assign and review work; develop and modify work performance standards and annual work programs; counsel and discipline staff as appropriate.

Direct, coordinate or participate in public affairs activities; prepare and present radio and television broadcasts; conduct live and prerecorded interviews to provide information concerning assigned program areas, Division activities and current wildlife issues; respond to written and telephone inquiries and speak before community groups.

Write and edit publicity materials and public service announcements; take photographs and write feature articles; write news releases and stories for newspaper publication; prepare bulletins, newsletters, pamphlets, lesson plans and visual aid materials.

Maintain professional working relationships with various community organizations by attending meetings, explaining policies and programs, and soliciting information concerning the needs of service organizations, schools and the public; incorporate information into program curriculum and reassess results.

Perform related duties as assigned.

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CLASS CONCEPTS

Staff Conservation Educator: Under general supervision incumbents plan, develop, direct, and implement a statewide program in Hunter Safety, Boating Safety, or Environmental Education, and may supervise assigned personnel. Duties include responsibility to:

Develop, organize and evaluate course content, instructional materials and teaching aids; rewrite course materials; research new and innovative instructional materials; develop long range goals and objectives; coordinate programs with school districts and adjust course curriculum as needed; visit schools and make presentations to students to provide instruction regarding wildlife and safety.

Develop short and long range plans and program goals; update policies, procedures and priorities; seek out external funding sources and administer grants by completing and submitting required documentation and reports.

Conservation Educator IV: Under general supervision, incumbents oversee implementation of all Conservation Education and Public Affairs programs at the regional level and supervise permanent conservation education staff, in addition to performing the full range of duties outlined in the series concept.

Conservation Educator III: Under general supervision, incumbents perform the more difficult and complex assignments and function at the journey level. Responsibilities include development and execution of division programs and projects, monitoring and evaluating program success, overseeing specific division projects and recommending new programs and services.

Conservation Educator II: Under direct supervision, incumbents continue to receive training in performing the full range of duties in an assigned program area such as hunter or boating safety, environmental or aquatic education or other assigned program. Progression to the next level may occur upon meeting minimum qualifications and with the recommendation of the appointing authority.

Conservation Educator I: Under direct supervision, incumbents receive training in performing part of the duties outlined in the series concept. Progression to the next level may occur upon meeting minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Statewide travel is required.
- * Occasional nights and/or weekends may be required.
- * Pursuant to NRS 432A.170, positions offered employment in these positions must submit to a State of Nevada/FBI pre-employment background investigation.

STAFF CONSERVATION EDUCATOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, communications, outdoor recreation/leadership/education, wildlife management, biology or related field and four years of professional experience in conservation education which included presenting and evaluating educational programs, writing news releases, developing written

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MINIMUM QUALIFICATIONS (cont'd)

STAFF CONSERVATION EDUCATOR (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

materials for the public, providing interviews for print and broadcast media and/or preparing and presenting radio and television broadcasts; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Conservation Educator III or one year of experience as a Conservation Educator IV in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: public relations principles, practices and techniques. **General knowledge of:** basic principles of training and supervision; budget preparation and administration; agency programs, activities and resources. **Ability to:** develop training programs; design publications and displays using desktop publishing software; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency planning and budgeting processes; Wildlife Commission Regulations and sections of State, federal and local laws and ordinances applicable to assigned program areas.

CONSERVATION EDUCATOR IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, communications, outdoor recreation/leadership/education, wildlife management, biology or related field and three years of professional experience in conservation education which included presenting and evaluating educational programs, developing curricula, writing news releases, developing written materials for publication, providing interviews for print and broadcast media, and/or preparing and presenting radio and television broadcasts; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Conservation Educator III in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: wildlife management principles, practices and regulations; development and evaluation of instructional methods and materials. **Ability to:** write, prepare and edit educational materials for children and adults; evaluate program results in relation to short and long range plans; work effectively and cooperatively with other agencies and organizations; organize and coordinate the work of others; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: budgeting procedures to determine annual and biennial equipment and expense needs; agency and program goals and objectives; State purchasing policies and procedures; rules and regulations related to supervision of personnel. **Ability to:** train, supervise and evaluate the performance of assigned personnel.

CONSERVATION EDUCATOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, communications, outdoor recreation/leadership/education, wildlife management, biology or related field and two years of professional experience in conservation education which included presenting educational programs, writing news releases, developing written materials for publication, providing interviews for print and broadcast media and/or preparing and presenting radio and

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION EDUCATOR III (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

television broadcasts; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Conservation Educator II in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: desktop publishing used in designing effective publications and displays; journalistic writing and editing techniques; wildlife management practices and principles; basic ecological principles and animal identification and classification; wildlife laws and regulations; basic photographic principles and videographic techniques including the operation of related equipment; audiovisual equipment and techniques; hunting or fishing equipment used in the assigned educational programs.

Ability to: apply graphic art techniques in developing visual materials for printed or broadcast media; conduct outdoor and environmental education training programs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: goals and objectives of assigned programs. **Ability to:** operate a microcomputer including word processing and graphics software; recruit and supervise volunteer instructors.

CONSERVATION EDUCATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, communications, outdoor recreation/leadership/education, wildlife management, biology or related field and one year of professional experience in conservation education which included presenting educational programs, preparing educational plans, writing news releases, developing written materials for publication, and/or preparing and presenting radio and television broadcasts; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Conservation Educator I in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: desktop publishing used in designing effective publications and displays; journalistic writing and editing techniques; wildlife management practices and principles; basic ecological principles and animal identification and classification; wildlife laws and regulations; basic photographic principles and videographic techniques including the operation of related equipment; audiovisual equipment and/or techniques; hunting or fishing equipment used in the assigned educational programs.

Ability to: apply graphic art techniques in developing visual materials for printed or broadcast media; conduct outdoor and environmental education training programs; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Conservation Educator III.)

CONSERVATION EDUCATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, communications, outdoor recreation/leadership/education, wildlife management, biology or related field; **OR** graduation from high school and two years of professional experience in

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION EDUCATOR I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

coordinating and presenting education programs in hunter and boating safety, aquatic and environmental education; identifying training needs for the public; writing and editing publicity materials and public service announcements; and/or preparing and presenting radio and television broadcasts.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: journalism principles and practices used to produce news releases and broadcasts; educational concepts and techniques sufficient to provide guidance and assistance to persons conducting training courses; hunter educational programs, boating safety, aquatic and environmental programs.

Ability to: communicate effectively both orally and in writing; speak effectively in public to explain programs, policies and procedures; comprehend technical information and written materials; write clear, concise and grammatically correct written materials for publication.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Conservation Educator II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| ESTABLISHED: | <u>1.750</u> 7/1/87P 10/17/86PC | <u>1.754</u> 7/2/99R 6/16/00PC | <u>1.755</u> 7/1/97P 6/4/96PC | <u>1.751</u> 7/1/87P 10/17/86PC | <u>1.753</u> 7/1/87P 10/17/86PC |
| REVISED: | 7/1/97P 6/4/96PC | | | 7/1/97P 6/4/96PC | 7/1/97P 6/4/96PC |
| REVISED: | 7/2/99R 6/16/00PC | | | | |
| REVISED: | 5/18/12PC | 5/18/12PC | 5/18/12PC | 5/18/12PC | 5/18/12PC |