



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>
PARK INTERPRETER	34	B	1.912

Park Interpreters plan, organize, provide and supervise a variety of interpretive facilities, services and activities and assist in the operation and maintenance of an assigned State park.

Develop park interpretive programs to enhance the park experience for visitors; plan and provide recurring and special events and activities including tours, hikes, informational presentations and living history; operate and manage a small park, visitor center, museum or related facilities.

Prepare and present interpretive and informational materials related to the natural sciences, history, the State park system, the State, and unique features of the park; research information and write original materials; catalog artifacts and documents; give talks and show videos and other audiovisual presentations; guide tours and nature walks.

Coordinate and oversee the park's interpretive program; supervise permanent and/or seasonal staff as assigned; recruit, train and supervise volunteers; manage allotted resources and sales outlets; recruit guest speakers and publicize special events; maintain financial and statistical records related to fees collected, expenditures and visitors; seek external funding sources for program activities as appropriate.

Participate in maintaining park areas; supervise and perform custodial and maintenance assignments for buildings and grounds; maintain assigned tools and equipment.

Provide information and directions to assist park visitors; respond to verbal and written inquiries; make reservations and collect fees; administer emergency medical assistance and ensure compliance with established park regulations and policies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Positions require work on evenings, weekends and/or holidays.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Positions may be subject to call back and work various hours and/or shifts.

MINIMUM QUALIFICATIONS (cont'd)

PARK INTERPRETER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, history/folklore, education, ecology, forestry, biology, agriculture, natural or environmental sciences, horticulture, wildlife management, museum management, business or public administration or related field and one year of professional park experience which included developing, managing and presenting interpretive and/or educational activities; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

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

Working knowledge of: financial and statistical recordkeeping; safety principles and practices; interpretive planning and programming concepts and methods; state and natural history, flora, fauna, geography and geology; ecological concepts. **General knowledge of:** policies related to fee collections, volunteers and interpretive programs; basic personnel practices and principles used in supervision; basic inventory, curating and cataloging techniques; grounds and facility maintenance methods, materials and procedures. **Ability to:** manage and preserve the park's natural and cultural resources; plan, develop and prepare interpretive materials; plan, organize and direct available resources to effectively manage assigned interpretive programs and facilities; critique programs and events; design displays and exhibits; perform and supervise custodial and general facility maintenance functions; make oral and visual presentations to groups to provide information about State parks; organize, schedule and coordinate interpretive activities and events; operate a visitor center, museum and related park facilities.

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

Working knowledge of: State and federal laws and regulations applicable to management of the Nevada Parks System; Division policy manuals related to fee collection, volunteers and general policies to effectively operate an assigned interpretive program; personnel regulations; museum and visitor center operations and management principles; current personnel practices and principles including supervisory techniques; inventory and cataloging techniques; budgetary processes related to managing an interpretive program; conservation of historic or natural monuments, areas and artifacts. **Ability to:** plan, implement and manage the interpretive program at an assigned park; manage a small park, visitor center or related facility; train and supervise permanent and/or seasonal staff; provide instruction in interpretive training to staff and volunteers.

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.

1.912

ESTABLISHED: 7/1/97P
6/4/96PC
REVISED: 9/14/12PC