

Nature Center Director

Salary: \$80,583.00 - \$110,184.84 Annually

Job Type: Benefited Full Time

Department: Department of Parks, Golf & Hospitality

Opening Date: 12/20/2024

Closing Date: 1/17/2025 11:59 PM Mountain

ESSENTIAL JOB FUNCTIONS

- Develops the Nature Center's business plans and workforce plans to ensure that programs are aligned to and fulfill the Center's mission, as well as the City's vision and mission.
- Oversees the Nature Center's daily operations, including management of City staff and volunteers.
- Oversees maintenance of the Nature Center's facilities and related interpretive landscape, properties and grounds; partners with parks and facilities staff to ensure proper maintenance.
- Manages the Nature Center's educational programming, acquires and maintains interpretive displays and exhibits, and develops environmental education and outdoor recreation programs.
- Coordinates environmental education and natural resource management infrastructure project bidding and construction contract administration in conjunction with the parks and urban design division.
- Plans and coordinates special programs or events hosted by the Nature Center.
- Develops and manages the Center's budget and oversees expenditures.
- Writes and applies for grants to secure funding.
- Develops and manages the Center's performance measures, policies and procedures; prepares and updates reports.
- Represents the City and acts as a liaison with the Scientific Cultural and Facilities District and other parks-related agencies.
- Responds to customer service inquiries and requests in person, over the phone or in written correspondence.
- Prepares City Council Agenda items and packets.
- Attends City and department staff meetings, trainings, events and seminars.

- Communicates and interacts with a variety of interests including but not limited to: elected officials, government and quasi-government representatives, landholders, citizens and others as needed to perform the duties and functions of the nature center director.
- Delegate to crew supervisors the authority, responsibility, and accountability needed to successfully complete assigned projects.
- Establish effective and positive working relationships with the division's personnel, city departments, citizens and other governmental agencies.
- Provide input to the city's capital improvement program budget for park system improvements, especially as it concerns nature center and natural resource management –related capital improvement projects.
- Travels to and attends team and organizational meetings, training, events and activities and appropriately and professionally represents the department.
- Demonstrates a respectful attitude towards customers and coworkers that promotes teamwork, open communication, and effective customer service.
- Acts with the customer in mind, responds to requests promptly and provides effective services or solutions for customers.
- Exercises appropriate level of initiative and judgment to make decisions within the scope of assigned authority.

ESSENTIAL SUPERVISORY DUTIES

- Develops and/or participates in the development of staff work plans, measures and tracks progress towards goals, prepares and conducts timely and constructive performance appraisals.
- Schedules staff, assigns and supervises work, prioritizes programs and projects and effectively uses available resources to accomplish objectives
- Makes decisions or recommendations for hiring, promotions, transfers, disciplinary action, and other personnel actions as Necessary.
- Coaches, counsels and supports staff to maximize efficiency and effectiveness. Consistently educates and advises staff on organizational rules, regulations, policies and procedures. Supports creative thinking and problem solving and encourages participatory decision making when appropriate.
- Provides training and job enrichment opportunities and encourages professional growth and development.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of environmental education and sustainability/natural resource management programs, practices, procedures, planning, and administration.
- Ability to craft and implement web and social communications.
- Experience in all aspects of communication, including technical approaches and procedures for current and future needs.
- Solid computer and technical skills.
- Experience in preparing and negotiating bids, requests for proposals, contractor and vendor contracts.
- Excellent relationship building skills.
- Ability to effectively communicate information, both verbally and in writing, to support organizational objectives and interact with all levels of personnel within the city in a positive and cooperative manner, working across many disciplines
- Ability to prioritize multiple and changing work requests while meeting the many needs of the customers/users.
- Ability to operate a motor-vehicle to travel to and from off-site locations to support/attend business meetings, training and related events.

OTHER FUNCTIONS:

- May act on behalf of, and assume the duties of, the director and deputy director of VCN; parks, golf and hospitality in their absence, and represent them at meetings and other official functions when so directed.
- Contributes and monitors web and social communications.
- Experience in handling and preserving biofacts and handling live animal ambassadors.
- Participate as a member of the three-person Staff Liaison team to the Arvada Parks Advisory Committee
- Other duties as required.

—Employees are held accountable for all duties of this job—

Financial Accountability:

Responsible for developing the operational budget for the park maintenance division. Makes decisions that affect the outcome of allocations of money for projects. Makes recommendations for budget allocations to the director of parks, golf and hospitality services. Approves expenditures up to \$5,000. Monitors the use of purchase cards. Works under the general direction of the director of parks, golf and hospitality services. Prepares and implements plans for projects and programs which involve coordination within the department

as well as coordination with other city departments and outside agencies such as the Nature Center online registration/payment processing system. Generally, detailed operating procedures cover the majority of work output but, at times, decisions have to also be made based on organizational policy and/or precedent.

SUPERVISION EXERCISED:

Directly supervises full-time and part-time benefitted, seasonal and variable hour staff and volunteers.

Qualifications - Working Environment / Minimum Qualifications

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in an office environment with low to moderate noise levels. Physical effort and activities include: Occasional exposure to the outdoors with groups for periods of time in all types of weather. Physical effort and activities include: occasionally operating a personal or City-owned motor vehicle to drive to and from meetings and business locations; ability to talk, hear and listen, use of hands/fingers to type and handle, feel or manipulate objects constantly; frequent sitting; occasional standing, walking, stooping, kneeling, crouching and reaching with hands and arms; visual acuity to focus on details at a close distance, and make general observations and inspections. Handles objects up to 50 pounds occasionally and/or up to 25 pounds frequently. Room set-up and take down includes frequently moving tables, chairs and equipment. Scheduled hours will include weekends and evenings.

MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):

Bachelor's Degree related to Management, Education, Communications, Recreation or Natural Sciences with a minimum of three years of project, program and volunteer experience required, with two years of supervisory experience. Certified Interpretive Manager preferred. Certified Interpretive Guide preferred. Motor vehicle check and criminal background check required as this position interacts with vulnerable populations. A valid Colorado driver's license and acceptable driving record is required. An equivalent combination of education and experience may be considered.