

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Ecologist		Class Code: 001LN2
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 7-19-13
	Summary: The incumbent works within the Department of Natural Resources (DNR), Division of Nature Preserves. Incumbents act as a consultant regarding preservation, management and restoration ecology.		

Duties:

- Plans long and short range goals, priorities and deadlines for the optimal operation and management of designated nature preserves in Indiana;
- Evaluates and recommends to the Natural Resources Commission unique floral, faunal and geological features that warrant dedication of areas as nature preserves;
- Disseminates information to the general public, educational institutions and scientific organizations regarding the nature preserve program through illustrated lectures and written literatures;
- Prepares and writes annual reports and all other reports and information on a divisional level;
- Reviews and submits operation, maintenance and capital projects for the Division of Nature Preserves to the State Budget Agency;
- Enlists aid and cooperation of property managers of privately owned forests, state fish and wildlife areas and managers of privately owned areas to maintain the natural areas under their jurisdiction;
- Coordinates and directs all division activities including work sequence, priorities and manpower;
- Solicits voluntary assistance through schools and governmental agencies for classifying plants, animals, solids and geological features and for maintenance of the preserves;
- Reviews management plans developed by deputy director for acquired lands;
- Explains policies, procedures, programs, objectives and work standards to subordinates through verbal and written instructions;
- Examines work of subordinates during and upon completion of tasks for conformance to policies and goals;
- Supervises training of subordinates;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of the natural sciences including botany, biology, zoology and geology;
- Thorough knowledge of the rules, regulations and procedures related to applications and environmental impact statements for the U.S. Corps of Engineers projects;
- Working knowledge of the state budgetary process;
- Working knowledge of management practices associated with maintenance and operation of the designated nature preserves;
- Specialized knowledge of the Nature Preserve Act of 1967 and its application;
- Analytical, oral and written skills as related to such duties as annual reports, instruction and training of subordinates and information giving to public and private agencies;
- Extensive knowledge of legal repercussions stemming from agency actions;
- Ability to develop a cooperative work relationship with those inside and outside the organization;
- Ability to implement administrative planning techniques to meet program goals, priorities and deadlines;
- Ability to solicit cooperation of private landowners and interested groups upon whose property the preserves are located.

Difficulty of Work:

The work is very broad in scope involving the authoritative application of management techniques to the operation and maintenance of the Division of Nature Preserves. The incumbent exercises considerable

judgment in reviewing recommendations, which will be forwarded to the administrator, relying on expertise in the natural sciences and extensive knowledge of state and federal laws and regulations.

Responsibility:

The director of the division of Nature Preserves is responsible for the development and implementation of all areas of program staffing and budget for the division. Technical recommendations submitted for administrative review represent a major contribution to program and policy development.

Personal Work Relationships:

The incumbent has frequent contact with subordinates, other agency personnel and private landowners to discharge the legislative mission, render service, provide information and make professional technical recommendations to policy makers. These contacts often require discussion and persuasion to gain cooperation and advancement of the division's interests.

Personal Work Relationships:

Incumbent is in contact with the public and other agencies to render a service. Both tactfulness and persuasiveness are applied when dealing with the public.

Working Conditions:

Frequent trips are made outside to both public and private land. Occasional trips are made to the central office. The incumbent is subject to being outdoors for considerable periods of time in all kinds of weather.