

## CITY OF PARKVILLE JOB DESCRIPTION

### Nature Sanctuary Director

**Title:** Nature Sanctuary Director

**Department:** Nature Sanctuary

**Supervisor:** Assistant to the  
City Administrator

**FLSA Status:** Hourly

**Pay Grade:** \$13.00- \$16.00 per hour

**Schedule:** Flexible; approximately 20 hours per  
week

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General statement of main duties:** The Nature Sanctuary Director oversees the maintenance and programming of the Parkville Nature Sanctuary, the White Alloe Creek Conversation Area, and the Sullivan Nature Sanctuary. The Director manages finances and donations, responds to public needs for information, and coordinates with volunteers and other City departments to ensure the upkeep of properties managed by the Nature Sanctuary. The Director coordinates and oversees volunteer work and organizes special events.

**Minimum Qualifications:** The Nature Sanctuary Director shall have a high school diploma, or equivalent. Experience and/or a bachelors degree in conservation biology, natural resource management, or a related field is preferred. Must maintain a valid Missouri state driver's license.

**Essential Job Functions:**

1. Ensures proper maintenance of Nature Sanctuary properties and trails by arranging for contract, city, or volunteer services. Maintenance needs include trash removal, fallen trees, removing hazardous rocks/roots from trails, replacing trail materials, sign repairs, removing vandalism, picking up litter, etc. (daily)
2. Routinely inspects trails for safety hazards and arranges for needed repairs. (weekly)
3. Prepares written reports at least quarterly for the Assistant to the City Administrator and designated Board of Aldermen liaison regarding Nature Sanctuary operations. (quarterly)
4. Organizes monthly meetings of the Parkville Nature Sanctuary Volunteer Committee, including posting an agenda, preparing advanced materials, and taking meeting minutes. (monthly)
5. Administers the Parkville Nature Sanctuary budget and makes necessary purchases in accordance with City of Parkville policies. (daily)
6. Plans and implements fundraising events. (as needed)
7. Collects donations and fees and ensures proper accounting for the same. (weekly)
8. Solicits and coordinates donated services to support the Nature Sanctuary. (daily)
9. Coordinates with the Missouri Department of Conservation related to the land and resource management of the White Alloe Creek Conservation Area. (as needed)
10. Recruits, schedules, supervises, and recognizes volunteers. (daily)

11. Assists visitors to Nature Sanctuary properties and ensure enforcement of applicable rules. (daily)
12. Communicates with the public about Nature Sanctuary properties and programs through efforts including, but not limited to, posting activity schedules, stocking maps/brochures, offering media interviews, answering phones and emails, and maintaining the website. (daily)
13. Supervises volunteers and subordinate staff, as applicable. (daily)

**Primary Responsibilities:**

- Oversees the administrative and clerical needs of the Nature Sanctuary such as managing the budget, preparing reports, responding to emails and phone calls, and coordinating meetings of the volunteer committee.
- Ensures proper land management of Nature Sanctuary properties through coordination with other City departments and oversight of volunteers.
- Coordinates the work and recognition of volunteers.
- Advertises Nature Sanctuary programs and oversees all public relations efforts.
- Ensures adequate maintenance and security for Nature Sanctuary properties.
- Organizes special events.
- Maintains regular communication with the Assistant to the City Administrator regarding Nature Sanctuary activities and needs.

**Required Knowledge, Skills and Abilities:**

- Ability to recruit and train volunteers.
- General knowledge of natural resource management and the ability to learn specific land management principles for Nature Sanctuary properties.
- Ability to produce grammatically correct and factual written reports, records, and correspondence.
- Knowledge of modern office procedures, including use of voice mail and email.
- Must be comfortable spending significant time outdoors in sunny, hot, humid, or rainy conditions.
- Must be able to lift up to 30 pounds.
- Must be able to sit or stand for long periods of time.
- Ability to use standard yard work tools such as rake, shovel, wheelbarrow, etc.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness with the public, elected officials, volunteers, and other employees.

**Work Environment and Equipment Utilized:** Majority of work hours will be spent outdoors on-site at Nature Sanctuary properties. An office is provided at City Hall in a typical office environment with adequate lighting, ventilation and temperature controls. Standard office equipment is provided.

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Employee Signature/Date

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Supervisor Signature/Date

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City Administrator Signature/Date

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Revised 12-22-15