



**BREC RECREATION AND PARK COMMISSION FOR THE PARISH OF
EAST BATON ROUGE**
invites applications for the position of:

Botany Coordinator

SALARY: \$18.00 - \$28.80 Hourly
\$37,440.00 - \$59,904.00 Annually

OPENING DATE: 10/04/19

CLOSING DATE: 02/14/20 04:59 PM

GENERAL SUMMARY:

The Botany Coordinator performs professional work within the Natural Resource Division including daily operations and execution of natural resource management plans and prescriptions. Responsible for collecting and analyzing data to assist in development of new management plan while also carrying out long-term management projects and assessing their effectiveness.

REQUIREMENTS AND JOB SPECIFICATIONS:

Education Required: Graduation from an accredited 4-year college or university

Preferred: Master's degree from an accredited college or university

Area of Study (major) Required: Natural Resources, Biology, Botany, Forestry, Environmental Science, Wildlife Management or closely related field

Preferred: Biology with a focus in plants

Certifications Required: Professional membership with NRPA. First Aid and CPR/AED Certification within 30 days of hire.

License(s) Required: Valid LA Driver's License

Years Relevant Work Experience: Minimum 2 years of progressive experience in natural resource management or forestry with at least 1 years in supervisory capacity.

Preferred: 5 or more years related experience

Other Job Specifications:

- Advanced working knowledge of South Louisiana ecosystems.
- Advanced knowledge of plant species and ability to identify plants in the field and in a lab if needed.
- Extensive knowledge of botany as it relates to forestry, habitat restoration, native and non-native invasive species and management techniques specific to southern Louisiana ecosystems.
- Knowledge of GIS including data collection, management and map creation and how to utilize it for system-wide planning.
- Understanding of environmental policy as it relates to land designations, mitigation and NEPA.
- Understanding of herbicide use and application including laws licenses and safety protocols.
- Ability to learn Rapid Ecological Assessment Protocols and carry out effectively in the field.
- Ability to communicate data results efficiently to supervisors.
- Ability to write plans and reports from analyzed data.
- Ability to follow all BREC policies, operations and programs
- Ability to supervise and direct volunteers and staff, and develop a positive, productive working relationship is required.
- Ability to develop and maintain effective working relations with departmental staff and individuals from outside organizations.
- Ability to carry out instructions and see a project from start to completion effectively is required.
- Ability to communicate problems to direct supervisor.
- Ability motivate volunteers and explain safety procedures effectively.
- Ability to communicate effectively both orally and in writing

- Ability to operate a BREC Vehicle and off-road vehicle to perform essential functions of the job.
- Ability to adjust to changing work demands, procedures, technology and or priorities
- Ability to work in outdoor conditions which may include a variety of terrain and weather conditions such as extreme heat, rain or cold.
- Ability to establish and maintain excellent working relationships with supervisor, volunteers, coworkers, employees and general public.
- Must have a positive attitude with the willingness and desire to learn new skills

FUNCTIONS AND DUTIES:

Essential Functions and Duties:

- Assist the Assistant Director of NRM with creation of new management plans and biodiversity surveys.
- Performs advanced natural resource management work involving extensive responsibility, complexity and variety.
- Execute the prescriptions outlined in the Invasive Species Management Plan and Aquatic Management Plans along with individual park plans as it relates to habitat health.
- Coordinate projects which utilize volunteers to carry out management prescriptions.
- Assists with the management of the Green Force Volunteer Program
- Utilize GIS in data collection and inventory process and create system wide and park related maps for planning and management purposes.
- Develops and manages comprehensive programs involving the coordination of projects within park ecosystems and habitats.
- Conducts REAP surveys and collects data in the field to assess habitat types, health, biodiversity and unique features.
- Develops citizens science projects which utilize volunteers to collect data and monitor resource conditions.
- Uses acquired data to assist with development of management plans and protocols and assess effectiveness of these prescriptions on a regular basis.
- Coordinate partnerships with other agencies in order to relay information and share data to foster new and innovative management techniques.
- Contributes expertise to assist with future management planning and innovative solutions to existing problems.
- Works closely with CORE division to communicate data and findings which will enhance education and programming of natural resources throughout the parish.
- Maintain a close working relationship with Conservation Education Program Coordinator and Nature Center Coordinate to discuss habitat changes and processes in their parks.

SUPPLEMENTAL INFORMATION:

Full-time position; schedule may vary within framework of 8 hours per day, 5 days per week; lunch break daily; Some evening and weekend hours as necessary; overtime as required.

Resumes will **not** be accepted in lieu of a completed application. **You must include all relevant education and experience on your official BREC online application or it will be deemed incomplete and you will be ineligible for this vacancy.** Complete each section of this application (i.e. work experience, education, etc.) to demonstrate that you meet the eligibility and minimum qualification requirements described in this announcement.

An offer of employment is contingent on passing a pre-employment criminal background check, Motor Vehicle Records check, drug screen and physical.

Please click the link below and complete the Employer Choice Screening Disclosure and Authorization form within the next three days, or by the closing date of the posting, whichever is sooner.

<https://eastbatonrougerec.quickapp.pro/>

If you have any questions or concerns, please email HAdmin@brec.org or call (225) 273-6430.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.brec.org>

6201 Florida Blvd.
Baton Rouge, LA 70806
(225) 273-6430

test@noemail.com

Position #BCPE2019
BOTANY COORDINATOR
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Botany Coordinator Supplemental Questionnaire

- * 1. Do you possess a 4-year college or university degree in the area of Natural Resources, Biology, Botany, Forestry, Environmental Science, Wildlife Management or closely related field?

- * 2. Do you have a professional membership with NRPA?
 Yes No

- 3. Do you have a valid Louisiana driver's license?
 Yes No

- * 4. Do you have a minimum of 2 years of progressive experience in natural resource management or forestry with at least 1 years in supervisory capacity?

- * Required Question