



CLASS TITLE | ASSOCIATE NATURALIST

PAY GRADE: SE-04 | www.cityoftulsa.org/pay

Effective Date: 03/12/2025

CLASS CODE: 2676

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for assisting with planning, coordinating, and leading education programs, events, and outreach efforts; ensure visitors have a positive experience; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Assists in planning, coordinating, and leading nature-based educational programs for visitors, school groups, and community organizations
- Provides interpretation and information to visitors about local flora, fauna, and ecosystems
- Performs basic maintenance of trails, exhibits, and habitats to ensure safety and aesthetic quality
- Monitors and reports on wildlife activity and habitat conditions in the nature center
- Prepares educational materials, displays, and brochures
- Supports nature center events, programs, and outreach efforts, including promotion and setup
- Provides visitors with a positive customer service experience
- Co-leads nature programs
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following minimum criteria:

- (a) Graduation from high school or possession of a General Educational Development (GED) Certificate; **and,**
- (b) One (1) year of relevant experience that prepares one to perform the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Trail systems and conditions
- Local regional flora and fauna, ecological principles, and natural history
- Considerable knowledge of basic ecological principles and natural history

Ability to:

- Courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public
- Follow safety procedures and protocols
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of courtesy and appropriate tact and discretion in interactions with internal and external customers



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- Hike and walk on uneven terrain
- Learn about conservation, natural resources, and museum studies

Skill in:

- Customer service skills for interacting with the public
- The use of computers and various software including word processing, spreadsheets and operating systems
- Organizing
- Communicating both verbally and in writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent walking and standing; may be subject to frequent lifting and carrying, and pulling up to five pounds, with occasional lifting and carrying up to 30 pounds; frequent balancing, bending, handling, climbing, smelling and twisting; occasional reaching, kneeling, crawling and feeling; vision, speech and hearing sufficient enough to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

WORKING ENVIRONMENT: Working environment ranges from indoor and outdoor settings; requires some evening and/or weekend work.

EEO Code: N-08

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor