

## RESOURCE INFORMATION AND EDUCATION OFFICER 2.523

### NATURE OF WORK IN THIS CLASS

This is a complex administrative work involved in planning, developing, implementing and coordinating conservation information and education program.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Prepares an agency-wide or community information and education program.

Recommends/provides developing new methods and techniques to be used in natural resources conservation information and education programs.

Plans, develops, organizes, conducts and evaluates natural resources conservation information and education programs.

Provides for the development of wildlife, aquatic and hunter safety education programs, surveys and overall program evaluation.

Reviews information and materials used in natural resources conservation information and education programs and develops a system for disseminating information.

Plans, coordinates and presents workshops, conferences, presentations and media campaign related to natural resources conservation information and education programs including:

- instructing people of all ages about aquatic and wildlife life forms on Guam, how to identify them, their biological requirements and habitat characteristics
- Guam's fishing laws and rules
- conservation ethics and responsible use of aquatic resources and habitats
- effective sport fishing and hunting methods
- fishing and boating safety

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Prepares necessary reports to document efforts and effectiveness of agency information and education programs.

Keeps abreast of developments and changes in the information and education field.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of conservation education.

Knowledge of the overall purposes and objectives of natural resources conservation and related agencies.

Knowledge of the principles and practices of education, mass communication, journalism, or media.

Ability to plan, develop, conduct, lead, and evaluate natural resources conservation information and education programs.

Ability to work effectively with the public and employees.

Ability to effectively use facilities, media, methods and techniques of disseminating information to and educating the public.

Ability to interpret agency conservation philosophy and program goals to community, organizations and individuals.

Ability to exercise good judgment in evaluating situations and in making decisions.

Ability to communicate effectively, orally, and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

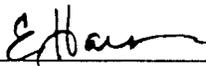
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**MINIMUM EXPERIENCE AND TRAINING**

- a) Two years of specialized experience in planning, conducting and evaluating fish, wildlife, endangered species; or in natural resources conservation educational programs; or equivalent work; and graduation from a recognized college or university with a Bachelor's degree in education, communication, public administration, the sciences, or closely related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skill.

**NECESSARY SPECIAL QUALIFICATION**

Possession of a valid driver's license.

  
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ELOY P. HARA, Executive Director  
Civil Service Commission

ESTABLISHED: DECEMBER 1997

PAY GRADE: M

HAY EVALUATION:	KNOW-HOW	E12	200
	PROBLEM SOLVING	E3 (33%)	66
	ACCOUNTABILITY	E1C	<u>76</u>
	TOTAL		342