

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PARK INTERPRETER

JOB DESCRIPTION

Employees in this job complete or oversee a variety of professional assignments to carry out programs involving the natural cultural history or operations interpretation in park and recreation areas or state fish hatcheries. Work is performed by planning, constructing, and maintaining all interpretive exhibits, display information panels, and historical period settings in the park.

There are four classifications in this job.

Position Code Title - Park Interpreter-E

Park Interpreter 9

This is the entry level. As a trainee, the employee carries out a range of professional park interpreter assignments while learning the methods of the work.

Park Interpreter 10

This is the intermediate level. The employee performs an expanding range of professional park interpreter assignments in a developing capacity.

Park Interpreter P11

This is the experienced level. The employee performs a full range of professional park interpreter assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate course of action.

Position Code Title - Park Interpreter-A

Park Interpreter 12

This is the advanced level. The employee may function as a lead worker or senior worker. The employee is responsible for overseeing the work assignments of other professionals or has regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Operates a nature center, museum or interpretive center in a state park, recreation area, or fish hatchery.

Interprets natural, scientific and man-made features of an area to increase the visitor's appreciation of the natural and historic values of the state.

Operates and maintains equipment, sophisticated audio-visual equipment, and miscellaneous power equipment and hand tools.

Initiates and conducts research concerning natural, or man-made features for inclusion in interpretive master plans, exhibits and programs.

Assists manager and gives input on budget estimates, requests, analyses of programs and special correspondence relating to the park interpretation program.

Make recommendations for master plans to insure the preservation of natural and scientific features.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Park Interpreter 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Park Interpreter 12 (Senior Worker)

Performs on a regular basis professional park interpreter assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the natural sciences and history.

Knowledge of photography and audio-visual program production.

Knowledge of the plants, insects and animals native to Michigan.

Knowledge of park activities.

Knowledge of departmental policies, rules, and regulations governing state parks and recreational areas.

Knowledge of fish hatcheries.

Knowledge of taxidermy.

Ability to express complicated concepts in language understandable to the layperson.

Ability to write interpretive materials for publication.

Ability to draw, sketch, and prepare interpretive displays.

Ability to plan, direct and conduct research of a natural or scientific nature.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Park Interpreter 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require an employee to work on high structures.

Some jobs require an employee to perform detail work on a light table for extended periods.

Some jobs require travel.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to direct and participate in recreational activities.

The job duties require an employee to climb ladders.

Education

Possession of a bachelor's degree in natural sciences, park management, natural resources communication or interpretation, parks and recreation, outdoor or environmental education, fisheries and wildlife or another natural resources related field, or an education degree with an emphasis in natural science.

Experience

Park Interpreter 9

No specific type or amount is required.

Park Interpreter 10

One year of professional experience providing interpretation services equivalent to a Park Interpreter 9.

Park Interpreter P11

Two years of professional experience providing interpretation services equivalent to a Park Interpreter, including one year equivalent to a Park Interpreter 10.

Park Interpreter 12

Three years of professional experience providing interpretation services equivalent to a Park Interpreter, including one year equivalent to a Park Interpreter P11.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

None

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PARKINTPR

Job Code Description

PARK INTERPRETER

Position Title

Park Interpreter-E

Position Code

PARKTPRE

Pay Schedule

W22-010

Park Interpreter-A

PARKTPRA

W22-057

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01/05/2025