



**DRIPPING SPRINGS**  
Texas

## **Wildlife Manager VOLUNTEER**

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### **A. GENERAL PURPOSE**

Under the general supervision of the Parks and Community Services Director, the Volunteer Wildlife Manager will be responsible for overseeing the wildlife management plan in the Rathgeber Natural Resource Park including managing wildlife and its impacts on the park, as well as recording information related to the wildlife management plan. The Volunteer Wildlife Manager will also assist in prohibiting and documenting any unauthorized access to the Rathgeber Natural Resource Park.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide wildlife management services including predator control and invasive species mitigation and creating and documenting existing site wildlife and mitigation counts tracking seasonal trends and verified negative impacts.
2. Coordinate when management practices should be facilitated, assisting Parks and Community Services Director with the creation of mitigation timeframe and public communications efforts.
3. Provide recommendations related to wildlife management to the Parks and Community Services Director.
4. Facilitate guided site visits upon requests and as availability permits.
5. Maintain records for central wildlife management activities, including documentation activity spreadsheet and provide quarterly reports to the Parks and Community Services Director.
6. Assist Parks and Community Service Director with the development of a City of Dripping Springs Wildlife Management Plan for the Rathgeber Natural Resource Park.
7. Supervise, administer, implement, and evaluate the Wildlife Management Plan once instituted.
8. Prohibit and document unauthorized access to the Rathgeber Natural Resource Park.

Courteously educate violators/trespassers of park status upon encountering them at the Park.

9. Assist in placing and maintaining park signage.
10. Performs all other duties as assigned.

**C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Experience in wildlife biology, wildlife management, natural resources management, or closely related field.
2. Ability to establish and maintain effective working relationships with city employees, City officials, media, and general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to handle confidential and sensitive information while maintaining confidentiality.
5. Valid Texas Driver's License and good driving record (required).

**D. SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by the volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in field settings. Considerable outdoor work is required in the wildlife management in the Rathgeber Natural Resources Park. Must be able to work outside in all weather conditions and be able to lift a minimum of 50 pounds.
2. Must be skilled in compound bow hunting.
3. Experienced outdoorsman skill a must. Exposure and expertise in invasive wildlife trapping and relocation (i.e., Wild Hogs).
4. While performing the duties of this job, the volunteer is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The volunteer is often required to climb or balance; stoop, kneel, crouch, or crawl.

**E. VOLUNTEER HOURS**

Volunteer hours will be set in coordination with the Parks and Community Services Director sufficient to perform the functions of this position. This is a volunteer position that is directly supervised by the Parks and Community Services Director.

**A. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Volunteer Description is not a contract and shall not be construed to alter a volunteer's at-will relationship. The terms and conditions of any volunteer's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Volunteer Description, and the Park Rules shall be read together in harmony. If there are conflicts between this Volunteer Description and the Park Rules, the most specific term or condition of employment shall govern.*