Assistant Director, Edwards Aquifer Research & Data Center

Job Code 00001299

General Description
Responsible for coordinating, supervising and administering activities to improve public understanding of the Edwards Aquifer.

Examples of Duties
Direct the aquatic Studies Field Day program.
Supervise Field Day activities.
Plan, schedule, and direct the Aquatic Studies Summer camp program.
Develop curricula, interview prospective counselors and supervise camp activities.
Conduct promotional advertising activities pertaining to EARDC educational programs.
Inform the public of issues pertaining to the Edwards Aquifer and other EARDC activities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: establishing rapport with field day and summer camp participants; interacting courteously with the public and large groups of children

Ability to: understand and apply complex technical material; develop advertising brochures and camp registration materials, write letters, prepare instructional materials and write technical reports; apply basic and intermediate math, including metric system, descriptive, inferential, parametric, and non-parametric statistics; use personal computer software.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements