

Job ID: 73985 - District Supervisor- NR Supervisor

Location: New London

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Working Title: District Supervisor
Job Class: Natural Resources Supervisor
Agency: MN Department of Natural Resources

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 02/21/2024
- **Closing Date:** 03/19/2024
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** Parks and Trails/ Southern region
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Occasional travel to meetings and trainings
- **Salary Range:** \$37.28 - \$53.68 / hourly; \$77,840 - \$112,083 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 216 - Middle Management Association/MMA
- **FLSA Status:** Exempt - Executive
- **Telework Eligible:** Yes
- **Designated in Connect 700 Program for Applicants with Disabilities:** Yes

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Job Summary

The division of Parks and Trails is currently seeking a District 10 Supervisor. This position exists to supervise the implementation and integration of all Division of Parks and Trails

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programs, activities, policies, budgets, and rules for all units located in the Southern Region, District 10. The preferred work location is New London or New Ulm, MN however other locations within the district may be considered.

The work area of this position covers Parks & Trails operations in Southwestern Minnesota and includes 9 state parks, 1 state recreation area, 2 state waysides, 4 state trails, 220 public water access sites, 45 fishing piers/areas, 7 state water trails, snowmobile grant-in-aid program, off-highway vehicle grant-in-aid program and a cross-country ski grant-in-aid program.

This position supervises the implementation and integration of all Division of Parks and Trails programs, activities, policies, budgets, and rules for all units located in the Southern Region, District 10. Supervision includes nine (7) direct reports and providing indirect leadership to approximately 100 field support staff.

Responsibilities include:

- Direct the implementation and integration of Division programs and activities with Unit Supervisors and the Area Resource Specialist in District 10 of the Southern Region, so that the Division's and Region's program goals, objectives, and priorities are completed.
- Provide leadership and supervision directly to Unit Supervisors and indirectly to field staff so that Division programs are implemented and staff time is used effectively.
- Direct budget management activities in the district so that organizational needs and program requirements are met.
- Coordinate and collaborate on the preparation and implementation of plans and policies for Units in the district so that Division operations are efficient and effective.
- Direct the implementation of the district's Outreach, Conservation Education and Visitor Service functions to serve as a gateway for existing and potential visitors and program participants to develop an awareness, appreciation and understanding of the Department's outdoor recreation opportunities and resources.
- Direct implementation of the Resource Management program/use area management in the district so that cultural and natural resources are conserved, protected, restored and enhanced consistent with statewide and regional objectives.
- Direct all district maintenance, development and land acquisition activities so that

structures and facilities are safe and in good repair and natural/cultural resources are preserved and protected.

- Direct and implement enforcement and emergency services and activities for the district to provide for public enjoyment and safe use of park, trail and waterway resources and facilities within the region.
- Actively seek and participate in professional development, so that leadership and management skills are maintained and enhanced.
- Direct and plan a Division safety program in District 10 of the Southern Region so that a safety culture is present for all employees and visitors.

This position has a flexible work arrangement and may be eligible to telework on a full or part-time basis which is subject to change. If approved, the employee would be required to complete a telework agreement.

Minimum Qualifications

- A Bachelors or advanced degree in natural resource management, parks & recreation, natural science, communications, public relations, business management, political science, public administration, social science, education, interpretation, or closely related field.
- Four years of natural resource management experience. Experience must include:
 - Supervising lead workers and supervisory staff in a complex work environment.
 - Performance management experience helping to meet organization and employee goals in an efficient and effective manner.
 - Budget oversight including planning and fiscal management.
 - Enforcement and emergency response.
 - Demonstrated ability to work effectively with partnership groups.
- Customer service and communication skills sufficient to conduct visitor services and public relations activities to ensure a positive visitor experience.
- Public relations skills sufficient to develop & direct programs, serve as division spokesperson, & effectively speak about issues that are sensitive and complex.

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- Computer skills, including word processing, spreadsheets and presentation software sufficient to implement a public relations program.
- Skills in conflict resolution with individuals, employees, and/or groups.
- Writing skills sufficient to communicate work plans, proposals and reports.
- Knowledge of natural and cultural resource management.
- Understanding of safety requirements, training, and compliance to plan and implement a Division safety program within a large geographic area.
- Ability to interpret and comprehend laws, rules, policies and procedures.
- Ability to oversee facilities and monitor capital projects.
- Ability to treat employees inclusively in the areas of accommodation, scheduling, expectations, individualized resource needs, training, and development.

Preferred Qualifications

- Experience in policies and procedures sufficient to direct program activities of staff, evaluate the success of their efforts, and recommend changes in policy or budget adjustments that would enhance regional and statewide programs.
- Experience with grants program management or revenue collection systems related to merchandizing and fees.
- Demonstrated ability to supervise direct reports remotely.
- Knowledge of rules and laws related to recreation management and resource protection to ensure compliance.
- Successful completion of leadership and/or supervisory training offered by the DNR or comparable programs.
- Experience managing complex budgets, setting operational work goals, and managing complex operations.

Additional Requirements

This position requires an unrestricted Class D Driver's license with a clear driving record.

Applicants must have the ability to meet the physical requirements and work in the environmental conditions of the position, with or without reasonable accommodations.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Conflict of Interest Review
- Criminal History Check
- Education Verification
- Employment Reference / Records Check

- License / Certification Verification

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Jeremy Losinski at jeremy.losinski@state.mn.us or [507-766-8017](tel:507-766-8017).

If you are an individual with a disability and need reasonable accommodation to assist with the application process, please contact the ADA Coordinator at ADA.DNR@state.mn.us. To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Becky Keller at becky.keller@state.mn.us.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly

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employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and indicate what assistance is needed.