

Job ID: 48998 - District Supervisor

Location: New London

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Job Class: Natural Resources Supervisor

Working Title: District Supervisor

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 10/26/2021
- **Closing Date:** 11/23/2021
- **Hiring Agency/Seniority Unit:** Natural Resources Dept / Natural Resource-MMA
- **Division/Unit:** DNR Parks & Trails Reg 4 / PAT-South Reg-Operations
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes
- **Salary Range:** \$33.64 - \$48.43/hourly; \$70,240 - \$101,121/annually
- **Job Class Option:** Outdoor Recreation District Leader
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 216 - Middle Management Association/MMA
- **FLSA Status:** Exempt - Executive
- **Connect 700 Program Eligible:** Yes

Job Summary

The DNR is currently seeking to fill one (1) permanent, full-time District Supervisor for Parks and Trails Division, Region 4. Days of work are Monday through Friday, from 8:00 a.m. to 4:30 p.m. The work location for this position is New Ulm, MN or Sibley State Park near New London, MN. Other locations may be considered.

The work area of this position covers Parks & Trails operations in 21 counties in Southwest Minnesota and includes 10 state parks, 1 state recreation area, 4 state trails, 8 state water trails, 220 public water access sites, 45 fishing piers/areas, 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,

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District 10. Supervision includes nine (9) direct reports and providing indirect leadership to approximately 100 field support staff.

Responsibilities include but not limited to:

- 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 Area Resource Specialist, Area Resource Technician 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.
- 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.
- Actively seek and participate in professional development, so that leadership and management skills are maintained and enhanced.

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.

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- 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.
- Oral communication skills sufficient to communicate work requirements to individuals and groups.
- 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.
- Ability to interpret and comprehend laws, rules, policies and procedures.
- Ability to oversee facilities and monitor capital projects.
- Understanding of safety requirements, training, and compliance to plan and implement a Division safety program within a large geographic area.
- Ability to work collaboratively and uphold the DNR Culture of Respect.

Preferred Qualifications

- Experience in policies and procedures sufficient to direct program activities of staff,

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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.

Physical Requirements

Requires occasionally lifting up to 25 pounds such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job is in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Additional Requirements

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

It is policy of the Department of the Natural Resources that those offered employment submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check

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- Education/License Verification

Why Work For Us

Our goal as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of State of Minnesota policies, programs and practices, so that we can support the success and growth of all people.

We are proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees. This means that our employees are respectful to one another and to our customers. We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency's mission.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

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).

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

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 a Connect 700 applicant, please submit your certificate to Erin Tappan at erin.tappan@state.mn.us by the job posting close date.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. 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. Please indicate what assistance you need.