



At the DNR, we are committed to the conservation and management of the state's natural resources for outdoor recreation, economic development, and a sustainable quality of life. Apply with us and find your path.

Working Title: Assistant Park Supervisor
Job Class: NR Supervisor 2 Parks & Trails
Agency: Department of Natural Resources

- **Job ID:** 70872
- **Location:** _Flandrau State Park
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 11/01/2023
- **Closing Date:** 11/21/2023
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** Parks & Trails Region 4 / Flandrau State Park
- **Work Shift/Work Hours:** Varies
- **Days of Work:** Rotating
- **Travel Required:** No
- **Salary Range:** \$28.29 - \$41.03 / hourly; \$59,070 - \$85,671 / annually
- **Classified Status:** Classified
- **Bargaining Unit / Union:** 216 Middle Management Association / MMA
- **FLSA Status:** Non-Exempt
- **Telework Eligible:** No
- **Designated in Connect 700 Program for Applicants with Disabilities:** Yes

Make a difference in the lives of Minnesotans

The work you'll do is more than just a job. Join the talented, engaged, and inclusive workforce dedicated to creating a better Minnesota.

Job Summary

The division of Parks and Trails is currently seeking to fill a Natural Resources Supervisor 2 position at Flandrau State Park in New Ulm. This is an unlimited (year-round) full-time (100%) position. Hours will be primarily day hours; days of work will vary and include some evenings, weekends, and holidays, generally between the hours of 8:00 AM and 4:30 PM. Housing is provided and mandatory applicants who meet minimum qualifications will be given the opportunity to schedule a tour of the housing available. FLSA purposes, this position is anticipated to be Exempt for a portion of the year.

This position exists to provide direct supervisory work in areas of moderate complexity in the management and operation of

state parks, recreation areas, and outdoor recreation and natural resources management programs. The incumbent directs and administers division programs, activities, budgets, and rules primarily at Flandrau State Park and occasionally at Fort Ridgely State Park. The incumbent acts under the direction of the site supervisor, but also independently for day-to-day operations, direction of staff, and duties as assigned.

Responsibilities include:

- Exercises authority in supervising staff and equitably administering labor plans and agreements.
- Administers fiscal management, planning, policy development, and grant administration activities, in collaboration with others as needed.
- Collaborates with others to direct administration or resource management programs.
- Directs design and implementation of development, maintenance, operational, real estate, and rehabilitation activities and programs.
- Administers and directs enforcement, emergency, visitor, and public relations services and activities.
- Management of a 400,000-gallon sand bottom swim pool
- Conducts other duties as assigned.

Minimum Qualifications

- Current (ONE YEAR) experience as a Natural Resources Supervisor 2 – Parks.

OR

- **Bachelor's or advanced degree** in Natural Resources Management, Parks and Recreation, Natural Science, Communications, public relations, business management, political science, public administration, social science, education, interpretation, or closely related field and **ONE YEAR** professional or para-professional level experience in a natural resource setting, agency or organization including supervisory or lead work responsibilities.

AND

- Conflict resolution skills/experience.
- Writing skills sufficient to communicate work plans, proposals, and reports.
- Oral communication skills sufficient to communicate work requirements to individuals and groups.
- Organizational and administrative skills sufficient to organize diverse elements or work and perform tasks within administrative requirements.
- Project management skills sufficient to ensure projects are organized, tracked, and completed on a timely basis.
- Ability to work collaboratively and uphold the culture of respect.
- Fiscal skills sufficient to administer budgets and track expenditures and/or income.
- Ability to comprehend laws, rules, policies, and procedures.
- Knowledge of natural and cultural resource requirements, including interpretive programs.
- Understanding of safety requirements as they relate to working with a variety of equipment and machinery.
- Word processing skills sufficient to draft memos, letters, etc.
- Spreadsheet skills sufficient to create, modify and manipulate spreadsheet data.
- Ability to perform physically demanding tasks and operate in adverse and extreme environments.
- Ability to operate and maintain a variety of vehicles, shop, and office equipment.
- Ability to treat employees inclusively in the areas of accommodation, accessibility, scheduling, expectations, individualized resource needs, training, and development.

Preferred Qualifications

- Experience with sustainable trail design, construction, and maintenance.
- Two or more years managing complex budgets.
- Two or more years of direct supervisory experience. (To include work out of class experience)
- Training coordinating, managing the performance, and directing other staff, volunteers, or others on resource or recreation projects.
- Experience with managing and responding to emergency situations.
- Experience developing professional relationships within and across multiple governmental and resource management agencies.
- Certified pool operator certificate.
- Experience with Wildland Fire training.
- Chainsaw operator and maintenance training / experience
- Ability to assess, and manage facilities, work needs, and implement corrective actions working in cooperation with others.
- Experience with retail or reservation point of sales systems.

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 Maureen Morgan at maureen.morgan@state.mn.us or [507-233-1261](tel:507-233-1261).

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 Ashley Luecken at ashley.luecken@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 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.