



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: Natural Resources Supervisor 2 Parks & Trails

Job Class: Natural Resources Supervisor 2 Parks & Trails

Agency: Department of Natural Resources

- **Job ID:** 70805
- **Location:** _Minneopa State Park
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 11/02/2023
- **Closing Date:** 11/22/2023
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** Parks & Trails Region 4 / Minneopa State Park
- **Work Shift/Work Hours:** Varies
- **Days of Work:** Rotating
- **Travel Required:** Yes
- **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 Minneopa State Park. This is an unlimited (year-round) full-time (100%) position.

Hours will primarily be 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. FLSA purposes, this position is anticipated to be Exempt for a portion of the year.

This position assists in supervision and direction of operations for Minneopa State Park. The position exists to supervise, direct, and administer complex operations and programs of state parks, trails, recreation areas, outdoor recreation, and natural

resources management programs. The position supervises a diversity of staff and directs and manages complex operations across multiple programs and funding sources while managing internal and external relationships with other divisions, Local Government Units (LGU), volunteer groups and organizations, and public and private businesses. Under the direction of the Minneopa site supervisor, this position is responsible for operations, safety, planning, reporting, and projects relating to Minneopa State Park.

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.
- 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.

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 Ashley Steevens at ashley.steevens@state.mn.us or [507-386-3913](tel:507-386-3913).

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.