

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: Park Supervisor**  
**Job Class: Natural Resources Supervisor 3 Parks & Trails**  
**Agency: MN Department of Natural Resources**

- **Job ID:** 74409
- **Location:** Camden State Park
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Date Posted:** 03/01/2024
- **Closing Date:** 03/29/2024
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** Parks and Trails
- **Work Shift/Work Hours:** Varies
- **Days of Work:** Varies
- **Travel Required:** Yes - Occasional Meetings and Trainings
- **Salary Range:** \$32.16 - \$46.56 / hourly; \$67,150 - \$97,217 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 216 - Middle Management Association/MMA
- **FLSA Status:** Mixed; rotates between Non-Exempt and Executive-Exempt each year.
- **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 3 (Park Supervisor) at Camden State Park. This is an unlimited (year-round) full-time (100%) position. Days and hours of work will vary, and they include weekends, and holidays. For FLSA purposes, this position is anticipated to be Exempt for a portion of the year.

This position exists to supervise, direct, and administer complex operation and programs of state parks, trails, recreation areas, and outdoor recreation and natural resources management programs. Compared to PAT Supervisor 1 and 2 positions, the incumbent supervises a greater number and diversity of staff and directs and manages programs and operations of more complexity, including diverse funding sources and external relationships.

### Responsibilities include:

- Exercise authority in supervising staff and equitably administering labor plans and agreements.
- Administer fiscal management, planning, policy development, and grant administration activities, in collaboration with others as needed.
- Collaborate with others to direct administration of resource management programs.
- Direct the design and implementation of development, maintenance, operational, real estate, and rehabilitation activities and programs.
- Administer and direct enforcement, emergency, visitor, and public relations services and activities.

- Conduct other duties as assigned.
- Perform all job responsibilities in a manner that supports a healthy, safe, and productive and inclusive work environment for all employees.

Incumbent will be offered optional housing to live on-site in a state-owned residence.

## Minimum Qualifications

- Current (ONE YEAR) experience as a Natural Resources Supervisor 3 – Parks, or NR Area Supervisor T&W.

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

- **TWO YEARS** professional level experience in a natural resource setting, agency or organization; including budget development and fiscal management, work planning and partnership and visitor management experience.
- **TWO YEARS** of supervisory or professional lead work experience in a governmental agency; or in a natural resource setting, organization or agency.

AND

- Conflict resolution skills/experience
- Writing skills sufficient to communicate work plans, proposals, and reports.
- Communication skills sufficient to communicate work requirements to individuals and groups.
- Organizational and administrative skills sufficient to organize diverse elements of 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 and enforce 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.
- Experience in customer service and / or public relations.
- Ability to train, develop, direct, lead, and coach staff, effectively delegate, and effectively use human resources talent.
- Ability to develop, monitor, implement, and continuously improve short and long-term plans.
- 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 in facilities management, including complex water and sewer systems.
- Two or more years of direct supervisory experience. (To include lead worker, and 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](mailto: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 Jonah Moline at [jonah.moline@state.mn.us](mailto:jonah.moline@state.mn.us) or [320-674-0761](tel:320-674-0761).

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](mailto: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 Jordan Krueger at [jordan.krueger@state.mn.us](mailto:jordan.krueger@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.

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### 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](mailto:careers@state.mn.us) and indicate what assistance is needed.