

Job ID: 55478 - Park Supervisor

Location: _Sibley State Park

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Job Class: Natural Resources Supervisor 4 Parks & Trails

Working Title: Park Supervisor

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 05/18/2022
- **Closing Date:** 06/08/2022
- **Hiring Agency/Seniority Unit:** Natural Resources Dept / Natural Resource-MMA
- **Division/Unit:** DNR Parks & Trails Reg 4 / PAT-R4 Sibley
- **Work Shift/Work Hours:** Rotating Shift
- **Employment Condition:** Permanent, full-time
- **Days of Work:** Varies
- **Travel Required:** Yes, occasionally for meetings/trainings
- **Salary Range:** \$31.95 - \$46.24/hourly; \$66,711 - \$96,549/annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 216 - Middle Management Association/MMA
- **Work Location:** New London, MN (Sibley State Park)
- **FLSA Status:** Exempt - Executive
- **Connect 700 Program Eligible:** [Yes](#)

Job Summary

The DNR is seeking to fill a NR Supervisor 4 Parks and Trails position at Sibley State Park in New London, MN. Days and hours of work vary, and will include evenings, weekends and holidays.

This position exists to supervise, direct and administer very diverse operations and programs of state parks, trails, recreation areas, and outdoor recreation and natural resources management programs. The incumbent is independently in charge of a unit or geographic area that is large in size and scope, having diverse programs, budgets, facilities, specialties and/or staffing. A Supervisor 4 directs and manages programs, operations and policies that are extremely complicated and constantly changing in a fast-paced environment. The Supervisor 4 has a responsibility for administrative oversight and has professional, support and supervisory assistants.

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Responsibilities include:

- Exercises authority in supervising staff and equitably administering labor plans and agreements;
- Provides administrative oversight of fiscal management, planning, policy development, and grant administration in collaboration with others as needed;
- Collaborates with others to develop, direct and evaluate the implementation of resource management programs;
- Directs design and implementation of development, maintenance, operational, real estate, and rehabilitation activities and programs;
- Directs enforcement, emergency, visitor, interpretive and public relations services and activities;
- Establishes internal and external partnerships, facilitates consensus building and conducts other duties as assigned.

Minimum Qualifications

- Current (ONE YEAR) experience as a Natural Resources Supervisor 4 – 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 degree and **THREE YEARS** professional level experience in a natural resources setting, agency or organization; including budget development and fiscal management, work planning and partnership and visitor management experience and **THREE YEARS** of supervisory 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.
- 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.

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- 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 management, 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 recognize opportunities and apply efforts that support diversity, equity, and inclusion both within the organization and with the public.
- Ability to manage and work collaboratively with external stakeholders and interest groups.

Preferred Qualifications

- Experience managing complex budgets, setting operational work goals, and managing complex operations.
- Experience functioning in a complex, large, diverse and/or fast paced environment.
- Successful completion of leadership and/or supervisory training offered by the DNR or comparable programs.
- Experience with trail design, development, maintenance and operations.

Physical Requirements

Requires occasionally lifting 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 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 Natural Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Criminal history check
- Motor vehicle record
- Employment reference checks
- SEMA4 record check

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.

WHATS GOOD ABOUT THE JOB: The person in this position will have an opportunity to work and lead professional, technical and specialized staff that are experienced and skilled in administration, operations and land management on a wide variety of Parks & Trails landscapes. This person will work very closely with customers, constituents, stakeholders and partners in a variety of recreation programs on multiple projects and initiatives in an effort to maintain and enhance exciting outdoor recreation opportunities. This position offers challenges and opportunities in operations, resource management, budget, land acquisition and facility enhancement and development in multiple programs.

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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 Jonah Moline at jonah.moline@state.mn.us or [320/674-0761](tel:320-674-0761).

If you are a Connect 700 program 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.