

Job ID: 69198 - State Prog Admin Manager - Asst. Regional Manager

Location: New Ulm

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Working Title: State Prog Admin Manager - Asst. Regional Manager

Job Class: State Program Administrator, Manager

Agency: MN Department of Natural Resources

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 09/05/2023
- **Closing Date:** 10/02/2023
- **Hiring Agency/Seniority Unit:** Natural Resources Dept / Natural Resources-Managerial
- **Division/Unit:** DNR Parks & Trails Reg 4 / PAT-Reg 4 South Reg-Leadership Team
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$36.52 - \$52.79 / hourly; \$76,253 - \$110,225 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 220 - Manager/Unrep
- **FLSA Status:** Exempt - Executive
- **Telework Eligible:** Yes
- [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 Minnesota Department of Natural Resources is currently seeking an Assistant Regional Manager for the South Region of the Parks & Trails Division. The work will require occasional overnight travel for meetings and may require occasional weekend work.

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This position is responsible for directing the development of regional work plans, overseeing regional operations and program delivery, and directing and implementing all Parks and Trails Division programs, policies, fiscal management activities and operations for the region. It serves as the direct, on-site support to the Parks and Trails South regional manager in the accomplishment of broad management responsibilities.

Responsibilities include but are not limited to:

- Develop and monitor regional work plans for all Division operations to meet department and division goals and objectives. Implementation activities occur within strategic frameworks, including the department's Conservation Agenda, the division's strategic and system plans, unit plans, and other planning and policy directives.
- Direct the implementation of strategic and operational components of natural and cultural resource management, interpretation, conservation education, and facility management of 151 miles of already-developed state trails, 18 state parks and state recreation areas, 545 public water accesses, state waysides, grant-in-aid trails, state water trails, state waysides and other division units in 32 counties within the region.
- Provide strategic leadership integrating regional planning, land acquisition, development projects, and renewal activities with operations to ensure sustainable and compatible contributions toward achieving Division goals.
- Provide leadership and supervision directly to South region district supervisors and indirectly to field staff so division programs are implemented within a supportive, equitable and respectful workplace climate.
- Implement the regional operation and program budget management activities in alignment with division priorities to effectively engage personnel, uphold policies, satisfy organizational needs, meet program requirements and maintain fiscal integrity.
- Lead region efforts to assure responsibility for safety, health and wellness elements and performance accountability while continuously working to strengthen a healthy culture of safety and respect among all employees, programs and customers.
- Direct and plan regional enforcement, training and emergency services activities to provide public enjoyment and safe use of park/trail resources and facilities.
- Seek and participate in professional development for continued growth and stay connected with emerging trends in outdoor recreation and resource management.

This position has a flexible work arrangement and may be eligible to telework on a full or part-time basis which is subject to change. If approved, the employee would be required to complete a telework agreement.

Minimum Qualifications

Please make sure your application materials clearly describe how you meet the qualifications listed below.

- A Bachelor's degree or advanced degree in natural or cultural resource management, parks and recreation, natural science, communications, public relations, business management, political science, public administration, social science or closely related field.

AND

- Three years' managerial or advanced supervisory experience directing or supervising outdoor recreation and natural resource management programs.

To be considered, applicants must also demonstrate the following knowledge, skills and abilities:

- Knowledge and management of recreational facility physical design, development, operations (including resource management and interpretation) and maintenance plus equipment used, sufficient to evaluate unit/program needs and performance; to evaluate/improve operational activities, propose budget levels and comply with policies.
- Knowledge of government budgeting and financial management processes sufficient to ensure funds are properly administered, needs are accurately assessed and represented in the appropriate processes, expenditures of funds are appropriate and tracked, interpret budget reports, and articulate budget proposals.
- Knowledge of strategic and operational planning procedures sufficient to participate in generation of unit plans, evaluate recommendations and explain proposals and reports to staff, peers and superiors.
- Demonstrated leadership, organizational and interpersonal skills to direct, develop and engage staff, address complex and confidential human resource issues, manage performance, motivate people and obtain program commitment from division personnel, and work as a productive member of teams.
- Experience in negotiation, conflict management and consensus building with diverse groups internally and externally. Includes critical thinking skills to analyze and resolve ambiguous and/or controversial situations, make difficult decisions, and

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persuade others of the merits of a position or proposal that supports/advocates for the mission of the division/department and build consensus among varied and sometimes conflicting opinions.

- Knowledge of different cultural and community groups sufficient to administer the programmatic area, as well as the ability to treat all employees inclusively to ensure that long-term and short-term goals and objectives equitably empower all employees, stakeholders, and the public.
- Ability to manage and direct numerous large regional division initiatives and participate on statewide and regional multi-discipline initiatives and teams.
- Ability to apply broad knowledge to complex issues sufficient to anticipate trends, analyze data and find solutions that balance long-term resource conservation demands.
- Demonstrated ability to integrate multi-disciplinary aspects of natural and cultural resource management.
- Considerable knowledge around workplace safety sufficient to recognize unsafe practices, coach for improved safety performance, and develop workplace policies and procedures that lead to safer working conditions and enhance the culture of safety.
- Oral and written communication skills sufficient to effectively communicate complex concepts and principals to other resource professions and the public; make effective presentations to a wide variety of audiences by identifying their level of understanding and evoking a positive response; prepare and edit reports and management plans; research sufficient topics to solve problems; and educate others.

Preferred Qualifications

- Ability to skillfully perform in situations with a political backdrop sufficient to advance department/division proposals. Experience with governmental processes.
- Experience with grants program management or revenue collection systems related to merchandising and fee collection.
- Knowledge of outdoor recreation programs, policies and procedures sufficient to direct program activities of staff, evaluate the success of their efforts, and recommend changes in policy, or budget adjustments that would enhance regional and statewide programs in the Department.
- Knowledge of principles and practices of law enforcement sufficient to provide qualified oversight of enforcement activities and education of staff and the public.
- Demonstrated ability to integrate Parks and Trails regional operations and programs with other disciplines, partners and agencies towards accomplishing departmental and divisional work and strategic plans.

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:

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- Conflict of Interest Review
- Criminal History Check
- Education Verification
- Employment Reference / Records Check
- License / Certification Verification

How to Apply

IN ADDITION TO APPLYING HERE WITH YOUR APPLICATION AND/OR RESUME, PLEASE ATTACH A COVER LETTER AND A WRITTEN ESSAY THAT DESCRIBES YOUR EXPERIENCE AND/OR TRAINING IN THE FOLLOWING AREAS (maximum of 300 words each):

- Demonstrated leadership, organizational and interpersonal skills including experience leading geographically distributed teams. Describe your leadership style and philosophy and how you've applied them to geographically distributed teams.
- Skills in conflict management and consensus building with diverse groups in order to solve difficult and sensitive problems and management skills to analyze and resolve ambiguous or controversial situations and make difficult decisions. Describe a situation and your role in it.
- Experience leading organizational change. Describe a situation and your role in leading the change.

Applicants who fail to provide BOTH your Application/Resume and Cover letter by the end of the posting period WILL NOT BE CONSIDERED.

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 Jeremy Losinski at jeremy.losinski@state.mn.us or [507-766-8017](tel:507-766-8017).

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#,

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the Working Title and your valid Proof of Eligibility Certificate by the closing date to Erin Tappan at erin.tappan@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

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- 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.