

Working Title: NR Supv 1 Parks & Trails

Job Class: Natural Resources Supervisor 1 Parks & Trails

Agency: MN Department of Natural Resources

- **Job ID:** 69565
- **Location:** _Split Rock Lighthouse State P
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 09/18/2023
- **Closing Date:** 10/09/2023
- **Hiring Agency/Seniority Unit:** Natural Resources Dept / Natural Resource-MMA
- **Division/Unit:** DNR Parks & Trails Reg 2 / PAT-R2 Split Rock Light Staff1
- **Work Shift/Work Hours:** Rotating Shift
- **Days of Work:** Varies
- **Travel Required:** No
- **Salary Range:** \$26.22 - \$38.08 / hourly; \$54,747 - \$79,511 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 216 - Middle Management Association/MMA
- **FLSA Status:** Exempt - Executive
- **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 DNR is currently seeking to fill a full-time, Assistant Park Supervisor at Split Rock Lighthouse State Park, in Two Harbors, MN. Days and hours of work will vary with rotating shifts, and will include evenings, nights, weekends, and some holidays depending on park needs. This position is anticipated to be FLSA, Exempt for the summer seasons.

This position is responsible for the administration, supervision and implementation of Department of Natural Resources' and Division of Parks and Trails' programs, activities, policies and rules pertaining to the operation of Minnesota State Parks. This position provides direct supervisory work 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.

Responsibilities include:

- Exercise authority in supervising staff and equitably administering labor plans and agreements.
- Collaborate with others to direct development and implementation of resource management programs.
- Implement the development, maintenance, operational, real estate, and rehabilitation activities and programs.
- Conduct enforcement, emergency, visitor, and public relations services and activities.
- Collaborate on planning, policy development, program administration and fiscal management.
- Conduct other duties as assigned.

Minimum Qualifications

- Current (ONE YEAR) experience as a Natural Resources Supervisor 1 – Parks.

OR

- Associates degree in Natural Resources Management, Parks and Recreation, Business, Communications or other closely related field; and TWO YEARS of para-professional or professional experience that includes leadwork, directing staff, or managing a project with staff; or professional level work in a natural resources setting or field.
- A Bachelor's or advanced degree in natural resource management, parks and recreation, natural science, communications, public relations, business management, political science, public administration, social science, education, interpretation, or closely related degree may substitute for one year of the experience listed above.

AND

- Writing skills sufficient to communicate work plans, proposals and reports.
- Oral communication skills sufficient to communicate work requirements to individuals, teams, or crews.
- Organizational and administrative skills sufficient to organize diverse elements of work and perform tasks within administrative requirements.
- Ability to comprehend laws, rules, policies, and procedures.
- Fiscal skills sufficient to administer a small budget, track expenditures and income.
- Word processing skills sufficient to draft letters, memos, correspondence, etc.
- Spreadsheet skills sufficient to create, edit and modify spreadsheets.

- Ability to operate and maintain a variety of vehicles, shop and office equipment.
- Ability to treat employees inclusively in the areas of accommodation, scheduling, expectations, individualized resource needs, training, and development.

Preferred Qualifications

- Associates or Bachelor degree in Natural Resources Management, Parks/Recreation or closely related degree.
- Para-professional leadwork in a natural resources agency or organization.
- Natural Resources work experience in a natural resource agency (federal, state or regional) in a park and/or trail setting that includes natural resource management.

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 Ward Wallin at ward.wallin@state.mn.us or [218-595-7622](tel:218-595-7622).

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 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
- 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.