

## NATURAL RESOURCES SUPERVISOR 1, 2, 3, 4-PARKS

### KIND OF WORK

Supervisory work in management and operation of a state park or management of multiple state parks within a region with the Department of Natural Resources' Division of Parks and Trails.

### NATURE AND PURPOSE

Under general supervision/procedural control, these positions direct and oversee diverse program functions. Most of the positions in this series function as park manager or assistant park manager for an assigned park, forest campground, state recreation area and/or wayside rest area.

#### Park Managers and Assistant Park Managers (working titles)

Most of Minnesota' state parks have a park manager classified at the NR Supervisor 1 Through 4 Parks level. Parks without a park manager are primarily satellite parks; a small, limited use park that is managed by the park manager in a larger park nearby. NR Supervisor 1-Parks positions are used in two ways. They are either 1) the park manager in a small, limited use park that is large and complex enough to require a park manager or 2) the park operations supervisor in one of the largest state parks. Other parks with park managers at the NR Supervisor 2 through 4 Parks levels typically have an assistant park manager that is one level lower than the park manager.

Park managers and their assistants are responsible for the operations of the assigned state park(s), forest campground, state recreation and/or wayside rest area. This includes supervision of staff, physical plant management, fiscal management, natural resource management, visitor services and the interpretive program, enforcement and emergency services, public relations, and policy and planning activities.

There is considerable overlap between the day-to-day work of park managers and their assistants due mostly to the seven day/week and extended hours of the park system. However, park managers have more authority and involvement in planning, policy setting, and prioritizing for the park. They are also more involved in the sensitive or political issues that arise related to the park and are generally more external-oriented, working with community groups and the regional office. All park managers report to the assistant regional operations leader in the regional office. The assistant park manager reports to the park manager within the park.

Levels

The following classification relationships exist:

<u>Park Manager</u>	<u>Assistant Park Manager</u>
NR Supervisor 1-Parks	Not applicable
NR Supervisor 2-Parks	NR Supervisor 1-Parks
NR Supervisor 3-Parks	NR Supervisor 2-Parks
NR Supervisor 4-Parks	NR Supervisor 3-Parks
NR Supervisor	NR Supervisor 4-Parks

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervise employees to ensure effective allocation of human resources by interviewing, selecting staff affirmatively, assigning and directing work, providing training, scheduling, evaluating work performance, recommending achievement awards, and disciplining staff.

Manage revenue operations and other fiscal activities by developing and monitoring budgets, authorizing expenditures, approving encumbrance changes, and monitoring income and spending.

Manage natural and cultural resources of the park to ensure appropriate protection of resources.

Administer vehicle permit sales, campground operation and operation of all public facilities.

Oversee the park's personal and non-personal interpretive programs.

Enforce all relevant rules and statutes and provide for emergency response to ensure visitor safety.

Provide information to park visitors and to local community interest groups.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures, and labor contracts sufficient to establish priorities, make work assignments, schedule, reward and discipline employees.

Principles and practices of park administration.

Division of Parks and Trails rules, policies, programs and procedures related to park management and resource protection sufficient to interpret, explain and enforce them.

Building, utilities, road and trail construction and design sufficient to assess park needs and assign, approve or perform work.

Skill in:

Human relations sufficient to motivate staff, resolve complaints and maintain good working relationships with specialist interest groups and the public.

Writing communication sufficient to communicate work directions to staff, respond to questions or concerns from the public, develop project proposals and compile reports.

Math sufficient to plan and administer a budget including staffing, material and service needs.

Planning and organizational techniques to effectively prioritize work and projects, evaluate management plans, and manage a multi-faceted park system under various fiscal scenarios.

Ability to:

Compile, write and edit clear and accurate correspondence and reports.

Resolve conflicts and deal with emergency situations.

Communicate orally sufficient to provide work directions to staff, provide information to individuals and community interest groups and represent the Division or the Department.

Operate a motor vehicle, ATV, snow blower, chainsaw, and other equipment and tools.