

## NATURAL RESOURCES SUPERVISOR 2 - PARKS AND TRAILS

### KIND OF WORK

Supervisory parks and trails work.

### NATURE AND PURPOSE

Under limited supervision (typically reporting to a PAT Supervisor 3 or 4 as assistant; or to an NR Supervisor – district office, as supervisor of a standalone unit), an employee in this class assists in or directs the administration of activities of a Division of Parks and Trails administrative unit. Duties include setting program goals, analyzing trends and patterns in program performance, directing program operations and implementing program objectives on a day to day basis. Monitors and evaluates performance and evaluates program effectiveness, analyzing results and making changes as needed. Manage budgets, including administration of contracts. Builds relationships with external stakeholders; plans and carries out communication to the public.

These positions differ from the PAT Supervisor 1 positions in that Supervisor 2 positions have (a) the limited supervision from higher level, (b) increased autonomy to act independently within the confines of the job, (c) breadth of responsibility. When acting as supervisors, these positions supervise modest units, with simple budgets and modest revenue. When acting as assistant supervisors in larger operational units, these positions supervise some subset of the workforce, and some subset of the overall operation. As such, they differ from the PAT Supervisor 3 level, where positions supervise a broad array of programs and activities, handle more complex budgets and more diverse revenues and have more extensive resource and/or interpretive offerings. Work planning at the Supervisor 2 level is of a shorter timeframe compared to the Supervisor 3 which plans months at a time.

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

Supervises field unit staff to ensure employees are productive, goals are met, and bargaining unit contracts are administered appropriately by recruiting, interviewing, and hiring employees, by setting work schedules, by evaluating performance of staff, by conducting reviews of investigations and carrying out both oral and written disciplinary actions, by recommending achievement and approving or disapproving progression increases, by directing personnel development.

Administers programs implementation, ensuring program work is handled effectively and efficiently and within statewide parameters by coordinating team interaction, by assigning program responsibilities to staff, by evaluating the effectiveness of the programs, and through enhancing the consistency and efficiency of field operations.

Administers the budget and funds of a unit to ensure funds are expended efficiently, legally, and within budget limits by overseeing the use of funds and programs, by analyzing spending patterns, by reviewing project proposals and spending requests to establish priorities and by administration of contracts and bid specifications. Follows established procedures for complex and/or high-volume revenue collection. Responsible for audit controls and procedures.c

Oversees all administrative activities for the unit so that staff have the resources needed to accomplish the mission and goals of the MN DNR by determining equipment needs and priorities, by monitoring equipment maintenance and use, by reviewing equipment inventories, by determining building and facility needs, by approving major equipment purchases, by overseeing payroll, bill paying, and contract administration.

Direct and administer enforcement and emergency services, working with local law enforcement on enforcement related issues. Administers a range of visitor services. As assigned, assists with the implementation of a public relations program.

Collaborates with natural and cultural resource technical and subject matter experts to accomplish natural resource activities; collaborates with other in implementing integrated resource management priorities, include assisting outside agencies in conducting research.

Inspects (or assigns inspection) of facilities for proper maintenance and corrective action. Evaluates, recommends and prioritizes building rehab needs. Implements and monitors division projects.

Represents the Division of Parks and Trails to other organizations and jurisdictions, as well as the public, to resolve conflicts and disseminate accurate information about recreation resource management practices by establishing and developing contacts with the media and other organizations, by developing and maintaining cooperative relationships with community groups and local government, by resolving conflicts and recommending solutions to issues with the public and other divisions or agencies. Executes partnership activities with minimal directions.

Participates in regional planning and division task forces as requested, so that changes and plans are realistic and effective by formulating and recommending procedural alternatives, by participating in regional policy committees and task force groups.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resources policies, procedures, and bargaining unit agreements sufficient to resolve personnel problems, reward and discipline employees, and assign, schedule and direct work.

Integrated recreation management principles and practices sufficient to plan work and set goals, monitor and evaluate accomplishments.

Resource management sufficient to discuss natural resource issues with the public, legislators, and other natural resource management professionals. Cultural and natural resource planning and processes; construction trades and building codes; DNR land acquisition, sale, exchange, development and rehab procedures; engineering, construction and maintenance techniques; current natural resource issues.

Operations, problems, policies, programs, activities and procedures of the Parks and Trails division sufficient to direct work, set goals, and evaluate the effectiveness of practices being implemented in the field.

State, division, organization, and team policies, and procedures sufficient to carry out and advise staff in the proper methods for accomplishing work, solve problems, and implement solutions.

State policies and procedures for contract administration sufficient to write technical specifications, bid out contracts, and award bids.

Skill in:

Comprehending and synthesizing information, determining optimal course of action. Discernment to understand when approval from supervisory levels is needed.

Project management, organization and administrative skills.

Policy analysis and interpretation skills to represent and communicate agency positions.

Accounting, fiscal and budgeting skill sufficient to administer budgets.

Public relations, conflict resolution and interpersonal skills sufficient to create and maintain a positive work environment for staff and positive experience for visitors.

Ability to:

Communicate effectively by presenting information in both verbal and written form through reports, plans, articles; and making presentations sufficient to maintain an effective public relations program.

Develop, monitor, implement and continuously improve short and long-term plans. Assess programs and facilities, and identify work needs and implement corrective actions, in cooperation with others.

Understand and apply resource management, wildlife and vegetative management, inventory and assessment techniques, fire and insect management, soil science, cultural resource management practices and issues; legal land descriptions and related cartography, surveys,

Photography, GIS applications and GPS equipment. Read and interpret blueprints, maps, aerial photographs and other documents sufficient for resource management and facility repairs.

Work within safety standards, guidelines and procedures. Recognize and respond to hazards and emergency situations sufficient to prevent accidents, mitigate hazards, act as a first responder, enforce laws and instruct others in safe work habits; promote, monitor and ensure a safety culture.

Operate and maintain a wide variety of vehicles, shop and office equipment (e.g. motor vehicles, all-terrain vehicles, motor boats, snow blower, chainsaw) sufficient to train staff and conduct operations.

Perform physically demanding tasks and operate in adverse or extreme environmental conditions sufficient to accomplish site investigations, observations, or other related duties.

Est.:

T.C.: 4/18

Rev.:

Former Title(s): NR Supervisor 2 Parks and Trails