

NATURAL RESOURCES SUPERVISOR 3 - PARKS AND TRAILS

KIND OF WORK

Supervisory parks and trails work including administrative work.

NATURE AND PURPOSE

Under limited supervision (typically reporting to a PAT Supervisor 4 as assistant at a large, diverse and complex unit; or to an NR Supervisor – district supervisor, as a supervisor of one or more units), an employee in this class oversees, administers, and directs the activities of a Division of Parks and Trails administrative unit(s). Duties include setting program goals, analyzing trends and patterns in program performance, directing program operations and implementing program objectives. Monitors and evaluates performance and evaluates program effectiveness, analyzing results and making changes as needed. Manage budgets and funds, including administration of spending plans. Builds relationships with external stakeholders; plans and directs communication to the public; and promotes and establishes community partnerships.

These positions differ from PAT Supervisor 2 positions in that PAT Supervisor 2 positions typically supervise a narrower array of programs and activities, handle simpler budgets and less diverse revenues, and have less complex resource and interpretive offerings. These positions differ from PAT Supervisor 4 positions, which supervise a lead reports, typically multiple sites and shift work; have a larger diversity of visitor experiences, resource and interpretive offerings; have a large number and diversity of facilities; have multiple and/or more extreme risks in their units; manage more complex and larger budgets with multiple contracts, grants, and agreements; and lead efforts to foster local and private initiatives. Work planning at the Supervisor 4 level is more strategic and long term.

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

Supervises staff that support a geographic area typically including more than one unit 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.

Directs program implementation, ensuring program work is handled effectively and efficiently and within statewide parameters by coordinating team interaction, by establishing program goals, assigning program responsibilities to staff and providing clear, organized direction; by evaluating the effectiveness of the programs, and through enhancing the consistency and efficiency of field operations.

Leads and administers fiscal management, analyzes trends, conducts planning and policy development; oversee and manages the budget(s) and funds of a unit(s) to ensure funds are expended efficiently, legally, and within budget limits by developing budget requests by project, activities, and programs, by overseeing the use of funds, by allocating funds for specific uses and programs, by analyzing spending patterns, by reviewing project proposals and spending requests to establish priorities. Responsible for fund integrity and internal controls. Follows established procedures for complex and/or higher volume revenue collection. Reviews and recommends procedure changes as needed. Responsible for audit controls and procedures.

Oversees all administrative supervision, budgeting, planning and implementation activities for the unit(s) 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. Directs and manages programs and operations of more complexity, including diverse funding sources and external relationships.

Directs and administers enforcement and emergency response services. Work with local law enforcement on enforcement related issues.

Directs and administers visitor services and activities. Interprets and implements policies (work rules, procedures, etc.). Develops, directs and implements a public relations program, which may include a marketing plan. Promote and guide fundraising efforts, identify and join partner groups; disseminate information and resolve complaints.

Plan and coordinate natural and cultural resource inventories; develop, direct, implement and evaluate activities; collaborate with others in implementing Integrated Resource Management priorities, including assisting outside agencies in conducting research. Resource related activities are accomplished in collaboration with others such as regional resource specialists or the PAT archeologist.

Evaluate, recommend and prioritize building rehab needs; implement and monitor division projects. Determine and prioritize land acquisition needs and implement. Design and manage citizen participation processes. Propose and negotiate cooperative agreements.

Support efforts to foster local and private initiatives. Provide information and technical assistant to project partner. Communicate with department stakeholders.

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 building cooperative relationships with community groups and local government, establishing community partnerships, and by resolving conflicts and recommending solutions to issues with the public and other divisions or agencies.

Participates in regional and state-wide planning, so that changes and plans are realistic and effective by formulating and recommending policy and procedure alternatives, by participating in state wide and regional policy committees and task force groups.

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, direct and administer complex programs and operations, including work direction, goal setting, monitoring and evaluating 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.

Extensive command of operations, problems, policies, programs, activities and procedures for the Parks and Trails division sufficient to direct and administer complex programs and operations, set goals, and evaluate effectiveness.

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:

Conflict resolution sufficient to resolve integrated resource management problems between the Division of Parks and Trails and other department divisions, resource management agencies, or the public.

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

Strong project management, organization and administrative skills sufficient to conduct planning, coordination, and communication, evaluate management plans, and manage a multi-faceted system under various fiscal scenarios.

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

Strong policy analysis, interpretation, accounting, fiscal and budgeting skill sufficient to administer represent and communicate agency positions and administer budgets.

Strong public relations, conflict resolution, facilitation, presentation and interpersonal skills sufficient to develop and direct public relations programs, effectively manage staff, serve as Division spokesperson, and effectively speak to groups about issues that are highly sensitive, complex or visible; and 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. Effectively balance conflicting needs in the areas of resource management, recreation and education. Assess division programs and facilities, and identify work needs, implement corrective actions.

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. Research historical land use.

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.

Ability to proactively advise management on unit needs and broader system issues.

Est.:

T.C.: 4/18

Rev.:

Former Title(s): NR Supv. 3 Parks