

## NATURAL RESOURCES SUPERVISOR 4 - PARKS AND TRAILS

### KIND OF WORK

Administrative supervisory parks and trails work.

### NATURE AND PURPOSE

Under administrative direction, an employee in this class oversees, administers, and directs the activities of a Division of Parks and Trails complex geographic area that typically includes multiple units. Duties include setting program goals, analyzing trends and patterns in program performance, directing program operations, implementing program objectives and recommending changes in program priorities at the unit level. Participate in policy planning on a regional basis. Monitors and evaluates performance and evaluates program effectiveness, analyzing results and making changes as needed. Manage budgets, including administration of spending plans. Builds and maintains relationships with external stakeholders; plans and directs communication to the public; and promotes and establishes community partnerships. May coordinate activities with other DNR divisions, other state agencies, and/or federal agencies.

These positions differ from the PAT Supervisor 3 positions in that the PAT Supervisor 3 typically have less diversity of visitor experiences, resource and interpretive offerings; have a moderate number and diversity of facilities; have more limited risks in their units; manage more straightforward and modest budgets with fewer contracts, grants and agreements. These positions differ from the NR Supervisor positions (district supervisors) which have district wide coordination and planning activities that encompass multiple geographic areas and units.

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

Supervises large, diverse and complicated unit(s) that are constantly changing in a fast-paced environment. Typically, an employee has professional, technical, support and supervisory assistants. Supervises 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.

Directs and manages programs, 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 making changes and recommending alternative methods of program delivery to enhance the consistency and efficiency of field operations.

Provides administrative oversight to the administration of the budgets and funds of large, diverse and complicated 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. Conducts effective planning and fiscal management to accomplish division goals and objectives.

Oversees all administrative 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. Ensures that staff follow established procedures for complex and/or higher volume revenue collection. Reviews and implements procedure changes as needed. Responsible for audit controls and procedures.

Directs visitor services and activities. Interprets and implements policies. Oversees enforcement and emergency response. Works with local law enforcement on enforcement related issues.

Represents or assigns staff at high level and sensitive public functions; directs the outreach program, public relations services and activities for the unit.

Directs resource management activities. Directs staff to work with natural and cultural resource technical and subject matter experts. Assures that natural resources and cultural resources are restored, protected, or rehabilitated consistent with statewide and regional objectives and requirements.

Directs and oversees PAT division development, maintenance, operational, real estate and rehab activities and programs. Work generally includes a geographic area, diversity of parcels, and a variety of funds and requires extensive coordination.

Leads efforts to foster local and private initiatives. Serves as a facilitator between stakeholders. Communicates with department stakeholders.

Represent 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 cooperative relationships with community groups and local government, by resolving conflicts and recommending solutions to issues with the public and other divisions or agencies. Act as a designated liaison for the division on specific task forces, interagency groups, and other committees so that the goals and priorities of the division are communicated and integrated with other jurisdictional goals and priorities.

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, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of supervisory techniques; 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.

Command of operations, problems, policies, programs, activities and procedures for 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.

Planning and goal-setting sufficient to plan work priorities and deliver goal-based objectives for division management.

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 in a fast paced and ever-changing environment, determining optimal course of action, formulating a plan and acting.

Excellent 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.

Strong 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.

Excellent 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.

Oversee, 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 or direct the assessment of 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.

Advise management on recommendations to change program procedures, policies and practices.

Est.:

Rev.:

T.C.: 4/18

Former Title(s): NR Supv. 4 Parks