

NATURAL RESOURCE SPECIALIST – PARKS & TRAILS

KIND OF WORK

Professional park, trail, water access, and/or recreational area work.

NATURE AND PURPOSE

Under general supervision, assist in the management and operations of state parks, trails, recreation areas, and outdoor recreation and natural resources management programs.

The NR Specialist – Parks & Trails differs from the NR Technician – Parks & Trails in that the work includes administrative duties, analysis of data and report writing. It differs from the NR Specialist Intermediate – Parks & Trails by having a narrower range of duties, less discretion, and the absence of overall responsibility for ongoing projects. At this level, focus of work is on applying standard methods to administration of resource management programs, projects and activities, all of which are clearly defined.

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

Directs work of contractors, volunteers, and non-professional staff on assigned projects.

Assists in administering resource management programs, projects, and activities.

Assist in implementing development, maintenance, operational, real estate and rehabilitation programs, projects or activities, as directed by the supervisor.

Conducts enforcement, emergency, visitor and public relations services and activities.

Provide professional assistance for planning, policy development, grant administration, and fiscal management activities.

Performs other related duties.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Department and division outdoor and recreation facilities and programs and activities and division rules, policies, procedures and objectives to enable implementation of activities.

Statewide accounting and fiscal management policies and procedures sufficient to assist in accounting and fiscal management activities.

Laws, policies and best practices related to cultural and natural resource planning and implementation in areas such as land acquisition, sale, exchange, development and rehabilitation.

Understanding of best practices in forest management, prairie and wetland management, biology, natural resource management, and ecology sufficient to assist in management of state recreation areas, parks, and trails.

Laws, policies and best practices for road, facilities, and trail design, construction and maintenance, including repair reports and requests, contract administration and procurement procedures.

Law and policy related to recreation area enforcement.

Marketing, and merchandising sufficient to assist in implementing programs and activities.

Skill in:

Project management, organization, and administration to assist in implementing programs, projects, and work plans.

Human relations sufficient to lead, assign and monitor work; conduct training, maintain relationships, work across DNR divisions, and deal effectively with diverse people and concerns.

Writing and analysis sufficient to develop proposals and compile reports.

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Skill in (continued):

Computer, math, fiscal and budgeting sufficient to create spreadsheets, analyze data, and use presentation software.

Ability to:

Communicate orally and in writing with diverse audiences, seasonal workers, contractors, interns and students to obtain results and ensure work activities are successfully discharged.

Plan work schedules sufficient to coordinate work and ensure results.

Recognize and respond to hazards and emergency situations.

Manage projects and assist in planning and interpretation of statutes, rules, and federal laws regarding program and recreational area administration.

Operate vehicles, shop and office equipment, sufficient to train staff and conduct operations.

Read and interpret blueprints, maps, aerial photographs and other documents for development and resource management, as well as facility and recreational area maintenance and repair.

Est.:

Rev.:

Former Title: NR Specialist Trails and Waterways