

NATURAL RESOURCE SPECIALIST INTERMEDIATE – PARKS & TRAILS

KIND OF WORK

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

NATURE AND PURPOSE

Under limited supervision, provide professional assistance to the management and operations of state parks, trails, recreation areas, and outdoor recreation and natural resources management programs. Implement and administer programs, projects and activities by applying relevant theories and principles to division policies and procedures. Acts as a lead worker at a state park.

The NR Specialist Intermediate – Parks & Trails differs from the NR Specialist – Parks & Trails in the degree of independent responsibility for program accomplishments, greater discretion in setting priorities, increased level of lead work responsibilities and the need for increased knowledge of division policies and procedures. It differs from the NR Specialist Senior – Parks & Trails in that it has responsibility for fewer programs or lacks responsibility for overall administration. The Senior level responsibility includes additional long range planning, strategic planning, and projects/programs with statewide impact.

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

Provides lead work direction to professional and non-professional staff, contractors, interns, and volunteers on assigned projects.

Administers resource management programs, projects, and activities under the direction of a supervisor or lead worker located on-site.

Implements the development, maintenance, operational, real estate and rehabilitation programs, projects or activities, in collaboration with the supervisor.

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EXAMPLES OF WORK (continued)

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.

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 sufficient to implement resource management activities and act as lead worker for other professional and technical staff, contractors, and volunteers.

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 to administer programs and projects 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 administer 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.

Knowledge of marketing, and merchandising sufficient to implement programs and activities.

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Skill in:

Project management, organization, and administration sufficient to implement programs, projects, and work plans.

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

Writing and analysis sufficient to develop proposals and compile reports.

Computer, math, fiscal and budgeting sufficient to assist in the preparations and review budget text, create spreadsheets, analyze data, and use presentation software.

Ability to:

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

Develop or manage short and long-term plans and projects.

Plan work schedules sufficient to coordinate work and ensure results.

Recognize and respond to hazards and emergency situations.

Manage projects and plan and interpret 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 Spec. Int. Trails and Waterways