

NATURAL RESOURCE SPECIALIST SENIOR – 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. Plan and/or implement programs, projects and activities within a geographic area or park by applying relevant theories and principles to division policies and procedures. Acts as a lead worker for a state park or geographic area.

The NR Specialist Senior – Parks & Trails differs from the NR Specialist Intermediate – Parks & Trails in the breadth of responsibility and discretion. Intermediate level positions do not have the overall responsibility for a geographic area or region. The Senior level also has more involvement in long range planning processes, strategic planning, and projects/programs with statewide impact. In addition, Intermediate level positions receive direction from an on-site supervisor or lead worker who reviews their work on a regular basis. The Senior differs from the Supervisor in that it has a smaller set of responsibilities and does not supervise. Senior level jobs may be more specialized and technically deep while supervisory positions require administrative oversight.

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.

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

Natural Resources Specialist Senior – Parks & Trails

EXAMPLES OF WORK (continued)

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

Collaborates on planning, policy development, grant administration and fiscal management activities and projects.

Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Staff and team leadership sufficient to ensure effective staff and teams and/or to organize resource management activities within a region, act as lead worker for professional employees and contractors and/or direct a small-scale statewide program or portion of a large statewide program.

Know-how related to cultural and natural resource planning and processes, such as DNR land acquisition, sale, exchange, development and rehabilitation procedures, and road and trail design.

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, and contractors.

Statewide accounting and fiscal management policies and procedures sufficient to perform accounting and fiscal management activities.

DNR and state practices and procedures related to maintenance and repair reports and requests, bids, contract administration and procurement.

Knowledge of (continued):

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.

Marketing, and merchandising sufficient to implement programs and activities.

Skill in:

Facilitation and conflict resolution skills and experience sufficient to represent and communicate agency positions and policies in a clear and professional manner to a variety of audiences, representing the division, understanding and addressing conflicts, and facilitating problem resolution.

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

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

Writing and analysis sufficient to communicate work directions and work plans respond to questions or concerns from the public, develop proposals, and compile reports.

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

Ability to:

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.

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

Interpret statutes, state rules, and federal rules to administer programs; negotiate contracts.

Recognize and respond to hazards and emergency situations.

Operate and maintain a variety of 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. Sr. Trails and Waterways