

# **Job Class: Natural Resources Specialist Senior Parks & Trails**

## **Working Title: Regional Off Highway Vehicle Acquisition & Development Specialist**

- **Who May Apply:** Open to all qualified applicants
- **Date Posted:** 09/21/2021
- **Closing Date:** 10/12/2021
- **Hiring Agency/Seniority Unit:** Natural Resources Dept / Natural Resources-MAPE
- **Division/Unit:** DNR Parks & Trails Reg 2 / PAT-NERegion-StrategicPrograms
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes - occasional day trips for meetings/site visits
- **Salary Range:** \$24.88 - \$36.53/hourly; \$51,949 - \$76,274/annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Nonexempt
- **Connect 700 Program Eligible:** Yes

### **Job Summary**

We are currently seeking to fill one (1) permanent, full-time NR Specialist Senior, Parks & Trails position, located in Grand Rapids, MN. Work will generally be Monday through Friday, from 8:00 a.m. to 4:30 p.m., with some evenings and weekends required for meetings and travel.

This position provides professional assistance in the administration and management of outdoor recreation programs and facilities in the Grand Rapids Area and Northeast Region. The position coordinates with and acts as the liaison between project partners; builds effective relationships with key stakeholders with trail activities, including local clubs, state associations, sponsors, conservation organizations, chambers of commerce and other county, state and federal agencies, and communicates with the general public. Position provides GPS and GIS support for other Parks & Trails Division projects. Position assists the Regional Manager in the operation of the Minnesota Trail Assistance Program (Grant-In-Aid). Coordinates acquisition and development projects.

Responsibilities include:

- **Program/Project Management:** Coordinate regional land acquisition and trail development activities. Provide project development reconnaissance and monitoring, requiring All-Terrain Vehicle and foot travel over challenging terrain. Provide GPS and GIS support for projects.
- **Public Relations/Partnerships:** Establish partnerships with relevant local clubs, state associations, sponsors, conservation organizations, chambers of commerce or other units of government and department disciplines to accomplish Parks & Trails program/project objectives. Convene and contribute to meetings with stakeholders. Participate on department committees, work groups, regional planning, and division teams.
- **Administration:** Provide assistance with work plans and budgets for development, operations and maintenance activities. Provide assistance in the operation of the Grant-in-Aid programs. Direct work of professional and technical staff, laborers, volunteers, temporary crews; ensure safety procedures and policies are followed, assist in equipment management. Direct and administer enforcement, emergency service, and risk management programs.

### **Qualifications**

#### **Minimum Qualifications**

- Associates degree in Natural Resources Management, Parks/Recreation, Business, Communications, or closely related field, and TWO YEARS of para-professional or professional experience which includes: creating work plans and/or preparing reports; providing lead work direction to staff; administering and/or supporting work that includes outdoor recreation and/or natural resources management programs, facilities or projects; administrative experience with budget and process management.  
OR
- A Bachelor's or advanced degree in natural resource management, parks and recreation, natural science, communications, public relations, business management, political science, public administration, social science or closely related field, may substitute for one year of the experience listed above.  
AND
- Knowledge of outdoor recreation facilities and programs.
- Conflict resolution skills sufficient to resolve issues with individuals and groups.
- Communications skills sufficient to give clear instructions and provide appropriate responses to individuals and groups.

- Writing skills sufficient to develop and finalize work plans, reports, presentations and/or proposals using appropriate business language.
- Ability to use and understand computer and communication equipment sufficient to carry out administrative tasks and complete work effectively. This includes word processing, spreadsheets, and presentation software.
- Ability to navigate natural terrain, board vehicles and watercraft (including trucks and large equipment), and endure physical exertion

### **Preferred Qualifications**

- Bachelors or Masters degree in Recreation Resource Management, Resource based tourism, Park and Recreation Administration, or Outdoor Recreation.
- Experience in budget administration sufficient to develop spending proposals, administer grants, monitor budgets, etc..
- Experience facilitating public meetings/presenting to diverse groups of stakeholders.
- Experience managing people, work and projects.
- Knowledge of design, construction and equipment needed to manage outdoor recreation facilities.
- Knowledge of natural resources management programs & policies.
- Experience resolving public disputes.
- Experience in land management (e.g. trespass, fencing, neighbors, etc.).
- Experience with managing/administering contracts/developing co-op agreements.
- Experience in /knowledge of risk management (e.g. insurance, safety, etc.).
- Knowledge of land acquisition, exchanges, easements, leases, permits and the procedure involved.
- Knowledge of site planning.
- Knowledge of DNR Parks & Trails facilities/programs/procedures.
- Knowledge of the National Environmental Protection Act, Wetland Conservation Act, Environmental Assessment.
- Experience working with other units of government.
- Basic knowledge of native plant communities and their management, and invasive species and their impact.
- Experience working with Trail Advocacy groups.
- Experience in managing grant proposals, processes, and administration.
- Experience in Off Highway Vehicle trail design, development, and equipment.
- GIS/GPS skills including the ability to take GPS locations and make maps and databases associated with the Geographical Information System program.

### **Physical Requirements**

Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

### **Additional Requirements**

\*This position requires an unrestricted Class D Driver's License with a clear driving record\*

It is our policy that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Education/license verification

## **Application Details**

### **Why Work For Us**

Our goal as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of State of Minnesota policies, programs and practices, so that we can support the success and growth of all people.

We are proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees. This means that our employees are respectful to one another and to our customers. We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency's mission.

**GREAT BENEFITS PACKAGE!** The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## **How to Apply**

For information about the application process, go to <http://www.mn.gov/careers>. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637).

## **Contact**

If you have questions about the position, contact Scott Kelling at [scott.kelling@state.mn.us](mailto:scott.kelling@state.mn.us) or [218/328-8986](tel:218-328-8986).

If you are a Connect 700 applicant, please submit your certificate to Erin Tappan at [erin.tappan@state.mn.us](mailto:erin.tappan@state.mn.us) by the job posting close date.