



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 6040

PARK RANGER
GRADE K

SCOPE OF WORK:

Work involves assisting in the management and operation of a state park.

DUTIES PERFORMED:

- Assist park manager in planning, developing, and administering park policies and programs.
- Implement state park visitor services to include interpretive/education and public information programs and special events; provide information through involvement in interpretive programs; provide information to park visitors in response to requests.
- Perform law enforcement and emergency services activities to ensure the safety and protection of park visitors and assets.
- Assist in recruitment and selection of seasonal staff; supervise and train seasonal staff (ranger, maintenance, interpretive, and aide positions).
- Procure goods and services; oversee revenue collections for park operations (concession sales, fees, permits, rentals, etc.) and track expenditures.
- Assist in managing and monitoring park natural, cultural, and historic resources with programs such as chemical and biological control of noxious weeds, pest management, prescribed burn plans, hazardous tree management, etc.
- Maintain buildings, grounds, and equipment through contractors, staff supervision, and direct involvement; assist in developing maintenance plans.
- Assist in park disaster emergency and fire plans and risk management activities.
- Represent department at professional resource management meetings in absence of park manager.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in parks and recreation, natural resource management, or a closely related field, one year of work experience as a ranger in a park system that included staff supervision, and eligibility to be licensed as a ND Peace Officer.

Eff. Date: 01/87

Rev. 03/00 – Word processing conversion

Rev: 11/04 Reviewed and updated scope, duties, minimum qualifications, and factoring

Rev: 07/12 – Conversion to Hay System

Rev: 12/17 – Revised minimum qualifications, reviewed factor evaluation