



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6044

STATE PARKS REGIONAL MANAGER
GRADE O

SCOPE OF WORK:

Work involves providing oversight and management for multiple state parks, recreational areas and natural areas in one of two regions of North Dakota.

DUTIES PERFORMED:

- Provide administrative oversight and supervision of assigned state parks, including planning, management, maintenance, operations, visitor services, interpretive programs and law enforcement; monitor field operations to ensure compliance and consistency.
- Serve on agency leadership teams and participate in setting statewide policy for state parks and programs.
- Oversee the development, maintenance, implementation, and communication of policies, procedures, and guidelines that apply to the administrative operations, facilities, and property management required for each park, related facilities and programs to ensure consistency.
- Oversee and manage regional budget and fiscal operations including revenue collection, program expenditures, data collection, reporting, etc.
- Prioritize park facilities' maintenance and equipment needs; coordinate regional capital development project proposals; work with park managers to set short and long term goals and plans.
- Recruit, hire, train, supervise, and evaluate staff.
- Oversee the preparation and implementation of park plans; confirm plans are consistent with statewide objectives.
- Direct overall planning, organizing and administration of special events at parks.
- Promote public compliance with laws, rules and regulations through education and law enforcement; provide support to park managers through policy interpretation and problem resolution; manage emergency and/or conflict situations within region.
- Coordinate activities with internal and external stakeholders that involve or may influence park operations, resources and programs.
- Respond to formal and informal inquiries, questions, concerns, and issues from the public, internal or external stakeholders, and political entities as related to park programs.

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 or closely related field and five years of work experience in a management level position within a similar organization that included management of human, fiscal, and facilities/material resources.

Eff. Date: 08/17