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**PARK MANAGER (6045-6046)**

**SCOPE OF WORK:**

Work involves management and operation of a state park.

**DUTIES PERFORMED AT ALL LEVELS:**

- Direct, implement, and manage state park visitor services to include interpretive/education and public information programs and special events.
- Develop, plan, organize, and implement state parks policies and programs.
- Direct and implement state park enforcement activities to ensure visitor security and protection; collaborate with other local, county, state, and federal law enforcement agencies.
- Direct and supervise park personnel; ensure appropriate training for staff; recruit and select seasonal staff.
- Develop and implement park disaster emergency and fire plans.
- Develop and monitor park biennial budget; manage material resources, which may include revenue-producing operations (concession sales, park permits, rentals, camping fees, etc).
- Manage and monitor the park natural, cultural, and historic resources with programs such as chemical and biological control of noxious weeds, pest management, prescribed burn plans, and hazardous tree management, etc.
- Develop, implement, and carryout maintenance plans for buildings, grounds, facilities, and equipment; coordinate construction of park facilities.
- Develop, direct, and implement park marketing plan; maintain relationships with special interest and volunteer groups.
- Collaborate with other department staff on state parks management plans.

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

**PARK MANAGER I(6045)**

GRADE M

**LEVEL DEFINITION:**

Work at this level involves responsibility for overall administration of an assigned state park in less populated regions of the state. Oversight generally includes supervision of seasonal staff providing natural, cultural, and historical programs with visitor and

interpretive services limited to peak season; some involvement with community groups and contract management; and performing the functions of specific resource management programs.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in parks and recreation or a related field and three years of work experience that included staff supervision in a park system and successful completion of ND Peace Officer licensing and department basic fire fighting requirements.

**PARK MANAGER II (6046)**

GRADE N

LEVEL DEFINITION:

Work at this level involves overall administration of an assigned state park in more populated regions of the state that generally includes an outreach area(s). Oversight generally includes supervision of regular and seasonal staff providing natural, cultural, and historical programs with visitor and interpretive services extended into all seasons; may include operation of a visitor/interpretive center; extensive involvement with community groups; and extensive contract management.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Recruit and select regular staff.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in parks and recreation or a related field and four years of work experience that included staff supervision in a park system and successful completion of ND Peace Officer licensing and department basic fire fighting requirements.

Eff. Date: 01/87

Rev: 03/00 – Word processing conversion

Rev: 10/04 – Reviewed and updated scope, duties, levels, minimum qualifications, and factoring; deleted level III

Rev: 07/12 – Conversion to Hay System