



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6048

STATE PARKS FIELD MANAGER
GRADE P

SCOPE OF WORK:

Work involves management of operations and maintenance programs for all state parks, campgrounds, recreational areas, and reserves under the authority of the State Parks and Recreation Department. Duties are determined by the department director under authority outlined and defined in Chapter 55-08, NDCC.

DUTIES PERFORMED:

- Develop, implement, and maintain policies and procedures that apply to the administrative operation, facilities, and property management required for each park, campground, recreational area, or reserve.
- Implement procedures for the recruitment and selection of regular and seasonal employees, provide for general training of employees, provide for evaluation of employee work performance, and perform related administrative documentation and recordkeeping.
- Assist in the overall department budget planning process, prepare the parks operations budget, and provide overall administration of the parks operations budget.
- Manage the parks' facilities and equipment program including determining needs, developing specifications, procuring materials, providing maintenance, etc.
- Coordinate with other department functions to ensure input to overall department planning and development.
- Direct the development, implementation, and operation of all parks and natural resource management, visitor services, marketing and public relations; promote public speaking engagements on park events; and organize workshops and conferences.
- Manage the Peace Officer training and licensing requirements for park staff requiring licensure as a North Dakota Peace Officer.
- Provide input and assist the Director or Deputy Director in developing overall department policy and management guidelines.
- Oversee and implement agency strategic, interpretive, homeland security, disaster and emergency, and systems 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.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in parks and recreation or a related field; seven years of work experience in a management level position within an organization similar to a state park that included management of staff, budgeting, and facilities; and licensure as a North Dakota Peace Officer or eligibility for licensure.

Eff. Date: 01/97

Rev: 10/04 – Reviewed and updated minimum qualifications, duties, and factoring

Rev: 04/10 – Reviewed class and class evaluation, added working condition, increased grade.

Rev: 07/12 – Conversion to Hay System