



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6049

STATE PARKS PLANNING & NATURAL RESOURCES MANAGER

GRADE O

SCOPE OF WORK:

Work involves management and operation of the Division of Planning and Natural Resources in the ND State Parks and Recreation Department.

DUTIES PERFORMED:

- Manage and supervise all state park planning initiatives, strategies, and budget preparation; advise Director on natural resource and development issues affecting state parks and other lands under agency management.
- Develop, manage, and prioritize capital and extraordinary repair projects; direct, plan, and manage comprehensive facility and infrastructure software program.
- Develop Requests for Qualifications for architects and engineering professional services; review proposals, select firms, negotiate fees, hire, and supervise.
- Establish division strategies, goals, and performance measures.
- Manage, hire, assign work to, and evaluate division staff; analyze and assess progress on project assignments.
- Coordinate with State Parks Field Manager regarding planning, development, natural resource management, and facility maintenance with state park management and operations.
- Advise agency staff regarding land assessments, land survey professional service solicitations, evaluating land use proposals, and natural resource and trail related issues.
- Develop criteria, plans, and specifications for sustainable recreation trail design, bid, and construction.
- Develop grant applications for grant funding as part of overall funding packages for recreation facility development.
- Design playground equipment; oversee safety, staff certification and maintenance of existing equipment to limit liability potential and provide a high level of public safety; ensure agency compliance with the Americans with Disabilities Act.
- Develop plans to repair, restore, and rebuild facilities.
- Evaluate and enter into cooperative agreements with private foundations, state and federal agencies, and stakeholders regarding state natural resources, facilities, and recreation areas.
- Oversee overall management and planning leading to protection and enhancement of state park and managed areas natural and cultural resources; prioritize and determine appropriate actions on natural resource and environmental issues and

projects on a state wide basis; review and provide direction for agency Nature Preserves Act.

- Represent agency at multi-agency private and public meetings as related to statewide natural resource or recreation focused efforts.
- Provide direction to staff regarding scientific studies, mapping, and in the development of State Park Natural Resource Management Plans; review and edit plans and reports prior to final approval process.
- Plan and coordinate recreation trails development with Recreation Division staff.
- Coordinate use of agency Global Positioning System and Geographic Information Systems technology.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in parks and recreation, planning, a natural or earth science, business, or related field; and six years of work experience that included program planning and administration, supervision of staff, and budget management. A master's degree in one of the fields indicated may substitute for two years of related experience.

Eff. Date: 08/07

Rev: 07/12 – Conversion to Hay System