



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 6049

---

**STATE PARKS PLANNING & PROGRAMS MANAGER**

GRADE N

**SCOPE OF WORK:**

Work involves management and operation of the Division of Planning and Programs in the Department of Parks and Recreation.

**DUTIES PERFORMED:**

- Manage and supervise all agency planning initiatives and activities within the Capital Development, Natural Resources, Grants, and Trails programs. Advise Director on natural resource and development issues affecting state parks and other lands under agency management as well as those affecting program outcomes.
- Develop, manage, and prioritize capital and extraordinary repair projects; direct, plan, and manage comprehensive facility and infrastructure software programs.
- Develop Requests for Qualifications for architects, planning, research, and engineering professional services; review proposals, select firms, negotiate fees, hire, and supervise staff.
- Establish division strategies, goals, and performance measures.
- Manage, hire, assign, and evaluate division staff; analyze and assess progress on project assignments.
- Coordinate with State Parks Regional Managers regarding planning, development, natural resource management, and facility maintenance with state park management and operations.
- Oversee administration of the department's grants programs.
- 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.
- Coordinate with the Deputy Director on partnership efforts for the department.

- Evaluate and develop 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 statewide 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 development of State Park Management Plans; review and edit plans and reports prior to final approval process.
- Plan and coordinate recreation trails development.
- Coordinate use of agency Global Positioning System and Geographic Information Systems technology.

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, planning, 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 above fields indicated may substitute for two years of the work experience requirement.

Eff. Date: 08/07

Rev: 07/12 – Conversion to Hay System

Rev: 01/18 – Class inactivated

Rev: 09/18 – Reinstated class, reviewed and updated scope of work, duties, and minimum qualifications, and factor evaluation.