



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 6050

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**STATE PARKS DEPUTY DIRECTOR**

GRADE Q

**SCOPE OF WORK:**

Work involves serving as Deputy Director of the Department of Parks and Recreation and managing the Field Operations Division and the Planning and Program Divisions. Duties are determined by the department director under authority outlined and defined in Chapter 55-08, NDCC.

**DUTIES PERFORMED:**

- Oversee and implement agency strategic, interpretive, homeland security, systems, disaster and emergency, plans and initiatives.
- Oversee development of and track agency performance measures.
- Serve as a member of the Department Leadership Team and as the Chair of the Operations Management Team.
- Provide input and assist the Director in developing overall department policy and management guidelines.
- Develop, implement, and maintain policies and procedures that apply to the administrative operation, facilities, and property management required for department properties and programs.
- Direct the development, implementation, and operation of all parks and natural resource management, visitor services, grants, trails programs, marketing and public relations; promote public speaking engagements on park events; organize workshops and conferences.
- Assist in the overall department budget planning process, oversee preparation and administration of budgets within subordinate programs.
- Oversee partnership efforts of the department.
- Oversee management of the parks' facilities and equipment program including determining needs, developing specifications, procuring materials, providing maintenance, etc. Coordinate with other department division to ensure input to overall department planning and development.
- Manage the Peace Officer training and licensing requirements for park staff that require licensure as a North Dakota Peace Officer.
- 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.

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 and seven years of work experience within an organization similar to a state park that included management of staff, budgeting, programs, and facilities.

Eff. Date: 09/18