

Agency: North Dakota Parks & Recreation Department

Class Title: State Park Ranger/Interpreter

Location of Position: Icelandic State Park

Position #: 00006713 Status: 100% FTE

Salary Range: \$3,500-4,500/month

Recruitment: Internal & External

Closing Date: January 18, 2013

Minimum Qualifications: Requires a bachelor's degree in parks and recreation, natural resource management, or a closely related field, three years of work experience as a ranger in a park system that included staff supervision, and eligibility to be licensed as a ND Peace Officer. ND Peace Officer Standards and Training (POST) Board training is a condition of employment and required within the probationary period. Minimum of one-year management/supervisory work. Additional supervisory, enforcement, public relations, interpretation, archival or natural resource related work experience desirable.

Following skills preferred:

- Ability to manage, monitor, and organize multiple areas of responsibility effectively.
- Clearly communicate, work with, and maintain effective relationships with a variety of citizen groups, associations, foundations, other agencies, department employees, and the public, under a number of circumstances.
- Oversee administrative tasks, fee collections, & facility rentals.
- Performs routine maintenance to grounds, trails, facilities, and equipment.
- Knowledge of and ability to work effectively with computers and Microsoft products in a Windows environment.
- Conducts interpretive programs with an emphasis on natural or cultural resources or history.

Summary of Work: The Park Ranger assists park management to direct and administer the North Dakota Parks & Recreation Department's programs, activities, policies, budgets and rules. The position is responsible for assisting in managing the historical, cultural, and recreational and natural resources of the park for a large number of individuals and groups of people. The primary role is to oversee visitor services; to collect or oversee the collection of all park fees, to manage all reservations, to plan and conduct special events, to collaborate with the North Eastern North Dakota Heritage Association in operations of the Pioneer Heritage Complex, to manage use of the campground, beach area and Lake Renwick, to write grants and seek outside funding, to publicize activities through media, to conduct risk management audits, to oversee maintenance of several facilities. Park Ranger will hire, train, supervise and evaluate seasonal employees in their performance of these programs.

Comments: Requires regular late night, weekend and/or holiday work in inclement weather. Requires a valid ND driver's license with ability to operate motor vehicles, tractors, and utility vehicles.

Application Procedures: To apply, submit a resume, letter of application and SFN #10950 to: Dorothy Streyle, N.D. Parks and Recreation Department, 1600 E Century Ave, Suite 3, Bismarck, ND 58503-0649
Application forms can be obtained over the Internet at <http://www.nd.gov/hrms> Applications may be faxed (701-328-5363) or e-mailed to dstreyle@nd.gov but **must** be followed with a signed hard copy. Applicants claiming veterans preference must submit Form DD214 with the completed application and those applicants needing accommodation with the application and/or interview process should call the ND Parks and Recreation Department at (701) 328-5357 or the North Dakota Job Service TDD 1-800-366-6888.

For more information about the North Dakota Parks & Recreation Department please visit our website: <http://www.parkrec.nd.gov/>. For more formation about state employment benefits click here: <http://www.nd.gov/hrms>

Equal Opportunity Employer: The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.