

STATE PARK MANAGER

Job Code	Job Title	Pay Grade
8513M1	State Park Manager I	28
8514M1	State Park Manager II	30

CONCEPT:

The primary duty of employees in this class involves the management of the daily activities in parks to ensure that the conservation, operation, construction, maintenance and public services are achieved and maintained.

TASKS:

- Plans, assigns, reviews, and evaluates the work of a staff responsible for all phases of park operations, including conservation, construction, maintenance, and public services.
- Manages all financial operations of a wildlife area or park by preparing annual budget requests, approving the purchase of all supplies and equipment, and directing the sale of park permits, the collection and accounting of income, and the transfer of revenues.
- Assesses and evaluates area needs and operations; prepares reports and recommendations concerning area facilities, visitation, development, modification, and the effective use of staff and resources. Coordinates area operations with other state and federal agencies. Administers leases for share crop farmers, concessions, and private businesses on the area.
- Cooperates with Conservation Officers to enforce laws, rules, and regulations; investigate nuisance and criminal complaints; detect, apprehend, and arrest violators; and participate in safety and rescue operations. Coordinates all law enforcement activities with the Law Enforcement Division and other state agencies.
- Oversees the construction, maintenance, and repair of area buildings, facilities, and equipment. Estimates materials, prepares specifications, procures materials and tools, and schedules and inspects projects.
- Oversees habitat development work including vegetation control, regulation of water levels in lakes, timber management, planting and cultivating grain crops, grasses, and shrubs to provide food and shelter for wildlife.
- Prepares and submits requests for purchase of supplies and equipment.
- Assists in scientific field studies, surveys, and experiments relating to birds, fish, wildlife, and recreational use.
- Promotes wildlife conservation through public speaking, writing articles for newspapers, magazines, and bulletins and by general public contact. Speaks before citizen groups on the value of wildlife, parks, and natural resources, and the programs and responsibilities of the agency.
- Assists Local Sheriff Departments, Fire Departments, Ambulance and Medical calls, Kansas Highway Patrol, KBI, Corps of Engineers, Game Wardens, and Fisheries and Wildlife Biologist.
- Overview of leases on Department lands to ensure they are in compliance with Federal and State guidelines.
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LEVELS OF WORK

- Class Group consists of two classes.

State Park Manager I – This is the full performance level where the employee has overall managerial responsibility for the park and its daily operations.

Minimum Requirements: Bachelor's degree in park or natural resource management or other related degrees as determined by the Department and one year of related work experience. Education may be substituted by the Department.

Necessary Special Requirements: Position in this class requires the employee to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a. This class requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position in this class, candidates cannot have been convicted of a misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services.

State Park Manager II – This is the advanced level. Employees in this class have higher complexity in their day to day activities because of the size and diversity of the park they are maintaining.

Minimum Requirements: Bachelor's degree in park or natural resource management or other related degrees as determined by the Department and three years of related work experience. Education may be substituted by the Department.

Necessary Special Requirements: Position in this class requires the employee to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a. This class requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position in this class, candidates cannot have been convicted of a misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services.