

Job Listing Details <https://svc.mt.gov/statejobsearch/listingdetails.aspx?id=6629>

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Job Listing Detail

Position Title: Parks Management Specialist

ID Number(s): 52116506

Openings: 1

Location: Pryor

Job Status: Full-Time Permanent

Shift: Daytime

Date Posted: 12/14/2011

Closing Date: 1/23/2012

Department: Fish, Wildlife and Parks

Division: Parks

Bureau:

Band/Grade: 5

State Application Required: Yes

Salary: \$36,337.00 - \$46,265.00

Salary Unit: Yearly

*Applications must be received by Midnight on the closing date.

Listing Number:6629-1115C

[Apply Online >>](#)

For more information contact:

State Agency:

Fish, Wildlife and Parks
PO Box 200701

Helena, MT 59620-0701

Phone:(406)444-1223

Fax:(406)444-9765

TTY:(406)444-1200

E-mail:fwpemp@mt.gov

- OR -

[Local Montana Job Service Workforce](#)

Additional Salary Information:Hiring wage is based on the labor market, qualifications, internal pay equity and budget. Employees scheduled to work at least half-time for more than 6 months consecutively are also provided paid health, dental & life insurance. Other benefits include retirement, paid vacation, sick and holidays.

Applicant Pool:If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

Special Information:

Identity of applicants who become finalists may be released to the public if the Department deems it necessary. Women & minorities are under-represented in this job category and are encouraged to apply. Department housing is provided at the park. Residency, including unscheduled "on call" status, is a requirement of this position in order to provide security at the site. This includes a monthly charge for rent with the Department furnished utilities. A final agreement regarding place of residence will be completed prior to selection of the manager.

Ability to lift 50 lbs, sit or stand for long periods of time, work in environmental extremes for long periods of time; assist public in extremely harsh terrain, willingness to travel on occasion and work old hours, weekends & holidays. The overall purpose of this position is to manage all aspects of park operations for Chief Plenty Coups State Park within the context of both the Montana State Park system and the Crow Tribe cultural setting. Will be required to wear a parks uniform and comply with the uniform and department policies. Transcripts will only be requested at time of interview.

Successful applicant(s) will be subject to:

Credit Check

Criminal History Background Check

Duties:

The Park Manager operates under the general supervision of the Regional Parks Manager, manages Chief Plenty Coups State Park operations, planning and maintenance programs.

Major job responsibilities of this position include:

1. Directing all aspects of Chief Plenty Coups State Park to insure its appropriate preservation and presentation to the public, including planning, budget administration, resource (especially cultural resource) management, creation of personnel strategies, and establishing the framework for all park public outreach, including coordination with the Crow Tribe and affiliated organizations.
2. Managing all aspects of Chief Plenty Coups State Park daily operations, including but not limited to personnel management and supervision, finance documentation, education and interpretive programs, special events, facilities, grounds, and collections maintenance, fee collection, management of park equipment and files, retail inventory control and sales, routine inquiries on all topics.
3. Performing other duties as assigned by the Regional Parks Manager.

Competencies:

Must have knowledge of personnel recruitment and supervision. Must have a current drivers license and acquire a Montana drivers license within 6 months of hire date. Must be willing to serve the public with a distinguished professional demeanor. Incumbent must have the ability to speak and present in public forums and to write effectively. Incumbent must have the ability to work with others, collectively pursuing a common goal regardless of personal preferences. Maintains emotional control and maturity. May be requested to become an ex-officio warden.

EXTENSIVE: Ability to deal with competing issues and needs. Must have knowledge of natural resources, park, and outdoor recreation management principles, this includes use of equipment and tools. Knowledge of parks, recreation and management, familiarity with natural and cultural resource management including historical and current issues. Background in natural resources, recreation, history and cultural sciences. Ability to communicate effectively, both verbally and in writing, in a concise and interpretable manner, with department employees, the public, special interest groups and appropriate land management agencies.

CONSIDERABLE: Knowledge of proper management of state parks, and public facilities. Knowledge of personnel management practices and techniques, accounting, fiscal and budget correlation, budget tracking and preparation, and resource management issues.

SUBSTANTIAL: Knowledge of the laws, policies and regulations under which the agency operates. Knowledge of biological sciences, law enforcement, and agricultural sciences. Knowledge and ability to use hand tools and power tools for maintenance projects.

DEMONSTRATED: Ability to negotiate, explain and keep parties with differing views talking productively. Experience, with demonstrated skills and interest in public programming for all ages and in all formats.

WILLINGNESS: Train and act as an ex-officio game warden to assist in the enforcement of FWP statutes, rules and regulations. Work effectively in all extreme environmental conditions. Work in various locations, conditions and hours.

Education/Experience:

The knowledge, skills, and abilities would ordinarily be acquired through a Bachelor's degree in Park Management, Resource Conservation, Outdoor Recreation, Museum Studies, Historic Preservation, History, Recreation Management, Public Administration, Anthropology, Native American Studies plus 1-2 years of job-related work experience. Professional certification through the national Parks and Recreation Association and/or other federal parks/cultural associations may be useful. Other combinations of education and experience which could provide such knowledge, skills and abilities will be evaluated on an individual basis.

Supplemental Questions:

Please respond to the following statements about your work or education-related experience. Please provide dates and places, and identify an individual (including phone number) who can verify work experience. Your response to this supplement must be included with your application. The response you provide will be evaluated for content as well as for writing style and ability.

1. Please describe—using specific examples, training, projects, work assignments—the foundation you have in understanding, respecting, and working with protocols, ethics, elders, and events in the Native American Indian community. What is your experience and level of success in bridging between contemporary Native American culture and agency bureaucracy?
2. Please describe the specific instances in which you've worked with boards, friends' groups, support groups and advisory committees. Please identify the issues that were most troubling. Please describe 3 or 4 primary principles that you've employed in working with such groups and one example of how you successfully applied these principles
3. Please describe your experience in the following critical aspects of this position; a. special events and outreach programs, b.

retail sales, inventory control c. management of records and archives d. care and management of collections, artifacts and exhibits e. creating and presenting interpretive programs and f. buildings and grounds maintenance

4. Please describe your management style, especially how you direct, delegate, and motivate staff. Describe your experience in working with diverse employees – specifically Native American, senior, youth, disadvantaged and governmental employees. Describe your most difficult supervisory personnel situation and how you resolved it. Remember to include the name and phone number of a contact who can verify this.

Additional Materials Required:

1. Cover Letter
2. Resume