

Park Manager

Salary

\$51,750.40 - \$78,624.00 Annually

Location

52552 - Drakesville - Davis County, IA

Job Type

Full-time

Job Number

25-00675

Agency

542 Iowa Department of Natural Resources

Opening Date

09/20/2024

Closing Date

10/22/2024 11:59 PM Central

LinkedIn Tag

#LI-POST

Point of Contact

Ron Moore, 641-777-0229, ron.moore@dnr.iowa.gov

- [DESCRIPTION](#)
- [BENEFITS](#)
- [QUESTIONS](#)

Job Description

Only applicants who meet the Minimum Qualification Requirements and meet all selective requirements (listed below) will be placed on the eligible list

The Iowa Department of Natural Resources is looking for a motivated natural resource professional interested in being a Park Manager. If you would love to work in one of Iowa's most beautiful outdoor spaces, to have the ability to work independently with a lot of variety, and to be able to see visible results from your efforts...this may be the position for you. The position is at Lake Wapello State Park located in Southern Iowa. State Park Managers are charged with overseeing the daily operations of the park, ensuring the safety of park users, and promoting Iowa's natural resources. The successful candidates will be required to live within 30 miles of their assigned state park as outlined in DNR Park Bureau policy.

College or university students that are pending graduation in December 2024 with a Bachelor's Degree in a natural science are eligible to apply for this position.

Lake Wapello State Park is a diverse recreational park located in southern Iowa.

The park offers a 280-acre lake with great fishing and boating opportunities. A large beach and beach house complex with an active Friends Group ran concession. 13 reservable modern family cabins with two of those being year-round rentals. There is a medium sized campground with a mix of full hook-up sites, electric sites, and non-electric sites. The park is surrounded by a mixed age forest with a small amount of remnant prairie which make up the majority of the management practices.

Your role in this position will be to:

Assist the district supervisor with day-to-day administration of the state parks, including managing park employees tasks and workloads, hiring & training of seasonal/temporary employees, managing contract and procurement of goods, services, and rentals. Overseeing the park budgets, monthly reporting, revenue, receipts, and inventory of all property, supplies, tools, and equipment.

Work to achieve the long-range goals of the park resource management plan by planning for and performing park maintenance, preventative maintenance, and general construction work to maintain the integrity of facilities and equipment. This will include regular inspections of multi-use trails, natural areas, concession operations, playgrounds, boat ramps and docks to ensure public safety, accessibility compliance and resource integrity.

Represent the Department at public appearances and media requests to promote the state park system, recreational safety, and natural resource management. Assist with creating and implementing interpretive and volunteer programs as required, including interactions with local agencies and stakeholder groups to promote park activities and maintain connections to surrounding communities.

Ensure the safety of park visitors, security of state property and facilities, and orderliness within public use areas by answering questions and through the enforcement of Iowa DNR Administrative Rules related to parks, boating, and fishing. Attend regular training sessions on enforcement subjects to maintain knowledge of enforcement techniques, equipment proficiency, ensure enforcement related incident reports and citations are properly completed, and law enforcement equipment such as radios and duty belts are properly maintained.

Essential Functions

- Manages parks by applying technical knowledge and experience.
- Maintains power tools and equipment commonly used to maintain buildings and landscapes.
- Knowledge of principles, theories and practices of parks and recreation and resource management.
- Performs work both in office environments and outdoors in a variety of extreme weather conditions.
- Trains other professional staff, technical workers, and volunteers to perform duties; develops and fosters teamwork.
- Communicates verbally and in writing with DNR staff, management personnel, other state and federal agencies, groups

with diverse audiences, other employees, and volunteers. Facilitate public meetings and presentations to diverse groups of stakeholders.

- Performs work independently with minimal supervision and achieves consistent results. Ensures projects are organized, tracked and completed timely.
- Carries heavy loads (40 lbs.+) across great distances and operates a wide variety of motor vehicles.
- Uses PC-based software to complete work. Fiscal skills to administer budgets and track expenditures. Spreadsheet skills to create, modify and manipulate data..
- Adjusts to changes, work pressures, or difficult situations. Demonstrates initiative, customer service and team orientation, and displays high standards of ethical conduct. Maintains regular attendance.

Critical Job Competencies

Accountability, Integrity, High Productivity, Communication Skills, Project Management, Team Player, Interpersonal Skills, Computer Skills, Self-Management, Customer Focus, Project Management and Technical Skills (park management, mechanical)

What You Get From Us:

- A competitive pay plan and rewarding work.
- Insurance benefits that start the first of the month following 30 days of employment.
- (Premiums can start as low as \$61/month for single and \$205/month for family coverage).
- Separate vacation and sick leave accruals that start on the first day and can roll over annually.
- Nine paid holidays/year.
- Iowa Public Employee Retirement System (IPERS) retirement package with employer match.
- Optional deferred compensation (457/401A) plan with employer match.
- Professional training opportunities.
- Flexible schedules and opportunities for hybrid telework (as approved by supervisor).
- Family friendly and professional work environment.
- Employee Discount Programs (vision, cellular, fitness, recreation, season passes, travel, counseling)
- The State's total compensation package features benefits that are worth about 30% of your total compensation. For a list of additional benefits, please visit the DAS website for more information.

Comments:

1. CDL (must obtain within first six months of hire)
2. Pesticide license (must obtain within first six months of hire)
3. Maintain/Obtain valid Driver's license. (must obtain upon hire)
4. Wastewater Certification (must obtain within first six months of hire)
5. CPR/First Aide certification (must obtain within first six months of hire)
6. Chain Saw Safety Certification (must obtain within first year of hire)

7. Defensive Tactics training (must obtain within first year of hire)

Staff must live within the travel requirement as outlined in the DNR Park Bureau Policy.

The starting salary for new state (Executive Branch) employees is expected to be at the base of the pay range. Additional salary increases may occur after the first six months, and then annually (if applicable). The State's total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation. Visit the [DAS website](#) for more benefit information.

For more information about DNR Employment Opportunities and position specific notices, please visit the [DNR Employment](#) website.

The State of Iowa is an Equal Employment Opportunity Employer.

Iowa DNR Mission:

To conserve and enhance our natural resources in cooperation with individuals and organizations to improve the quality of life in Iowa and ensure a legacy for future generations.

The Department of Natural Resources encourages all applicants to upload a current resume and cover letter to their DAS on-line application.

Selectives

914 Park and Recreation Management

6 months' experience, twelve semester hours, or a combination of both in the operation and/or maintenance of parks or park recreational services. May have commonly been served at a national, state, or county park level.

OR

450 Natural Resources

6 months' experience, 12 semester hours, or a combination of both in one or in a combination of more than one of the following:

- Ecology
- Environmental planning
- Soil conservation
- Biological sciences
- Waste water treatment
- Forestry
- Engineering related to natural resource areas (dams, sanitary engineers, etc.)
- Outdoor recreation planning
- Physical sciences
- River basin planning
- Geography

- Wildlife management

Minimum Qualification Requirements

Graduation from an accredited four-year college or university with major course work in park and outdoor recreation, natural resource management or biological sciences and 12 months work experience in park operation;

OR

employees with a current continuous experience in the state executive branch that includes experience equal to thirty-six months of full-time work as a Natural Resource Technician 1 or 2, or Park Ranger.

For additional information, please click on this [link to view the job description. \(Download PDF reader\)](#)

Additional Qualification Requirements

- Certain designated positions in this job class require applicants to obtain the required Commercial Drivers' License and endorsements within a specified period of time as determined by the appointing authority at the time of hire.
- Certain designated positions require the employee to be certified by the Department of Agriculture and Land Stewardship as a Pesticide Applicator within a specified period of time as determined by the appointing authority.
- Certain designated positions require the employee to be certified in Water and Wastewater system operators within a specified period of time as determined by the appointing authority at the time of hire.
- First Aide/CPR will be required within a specified period of time as determined by the appointing authority.
- O.C. spray, handcuffing, and defensive tactics training will be required within a specified period of time as determined by the appointing authority.

Agency

State of Iowa

Agency

542 Iowa Department of Natural Resources

Address

6200 Park Ave
STE 200
Des Moines, Iowa, 50321

Website

<http://www.iowadnr.gov/>