



TEXAS PARKS AND WILDLIFE DEPARTMENT
invites applications for the position of:

Assistant Park Superintendent I

SALARY: \$3,967.05 Monthly

OPENING DATE: 04/08/19

CLOSING DATE: 04/22/19 11:59 PM

DIVISION: State Parks

WORK ADDRESS: San Angelo State Park, 3900 Mercedes Street, Suite 2, San Angelo, TX 76901

HIRING CONTACT: Jimmy Cisneros, (325) 949-4757

GENERAL DESCRIPTION:

Under the direction of the Park Superintendent, this position is responsible for the overall operation and maintenance of San Angelo State Park. Responsibilities include, assistance and/or coordination with: law enforcement, maintenance, revenue collection, resource management, volunteer management, interpretation and administration. Provides leadership to park staff, volunteers, and others to successfully manage and conserve the park's natural and cultural resources for present and future use. Assists with planning, organizing and management of day-to day operations of the park. Responsibilities for supervision of personnel, budget control, purchasing, preparation of reports, accountability for park receipts and revenues, public relations, interpretation, customer service, equipment, facility and grounds maintenance and park programs. Assists in the enforcement of the rules and regulations, park and visitor safety. Will work closely with volunteers, support groups and community leaders. Management of special functions such as hunting programs. Assumes park operations responsibilities in absence of the Park Superintendent. Works with minimal supervision with extensive latitude for the use of initiative and independent judgment. Performs other duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

POSTING NUMBER: 19-00650

QUALIFICATION GUIDELINES:

MINIMUM QUALIFICATIONS:

Education:

- Graduation from an accredited college or university with a Bachelor's degree

Experience:

- Two years experience in (1) natural/cultural resource management; or (2) interpretation or education; or (3) general maintenance; or (4) public safety; or (5) promotions or public relations or marketing.

Licensure:

- If driving is required, applicant must possess a valid State driver's license.

ACCEPTABLE SUBSTITUTIONS:**Education:**

- TPWD employees hired prior to January 1, 1998 may substitute one year TPWD experience in park management, supervision, or operations for thirty semester hours of the required education, with a maximum substitution of sixty semester hours.

PREFERRED QUALIFICATIONS:**Education:**

- Graduation from an accredited college or university with a Bachelor's degree in Park Administration, Recreation and Parks, Wildlife/Fisheries Science, Natural or Cultural Resource Management; Forestry, Biology, Anthropology, Archeology or History.

Experience:

- Two years experience as a supervisor or team leader;
- Two years experience in revenue or budget management;
- Two years experience in Natural/Cultural Resource Management, Interpretation, Education, public safety, promotions, public relations OR marketing;
- Two years experience in park operations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of park administration and operations;
- Knowledge of natural and cultural resource management;
- Knowledge of interpretation/education programs;
- Knowledge of basic mathematics;
- Skill in using MS Word, Excel and Outlook;
- Skill in effective verbal and written communication;
- Skill in basic report writing;
- Skill in facility/equipment/grounds repair programs and repair techniques;
- Skill in construction, maintenance and repair, including plumbing, mechanical, carpentry and electrical;
- Skill in the use of hand tools, mowers, vehicles and other mechanized equipment;
- Skill in providing quality customer service in a courteous and professional manner;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Skill in making independent, sound and timely decisions;
- Ability to complete communication documents to include correspondence, reports, presentations and special assignments;
- Ability to maintain financial systems to include budgets, revenue collection, expenditure systems and purchasing;
- Ability to development partnerships within local community;
- Ability to work independently with little or no supervision;
- Ability to perform manual labor including, lifting supplies and materials up to 50 lbs.;
- Ability to work conduct work activities in accordance with TPWD safety program.

ADDITIONAL INFORMATION:**WORKING CONDITIONS:**

- Required to work in a public park with overnight camping;
- Required to work 40 hours per week, includes various schedules with hours other than 8:00 a.m. to 5:00 p.m. and days off other than Saturdays, Sundays and holidays;
- Required to work overtime as necessary;

- Required to respond to emergency and on call situations;
- Required to perform work outdoors, occasionally in adverse weather conditions and travel long distances over rough terrain;
- Required to perform manual labor including, lifting supplies and materials up to 50 lbs.;
- May be required to operate a State vehicle;
- Required to travel 5% with possible overnight stays;
- Must conform to TPWD dress and grooming standards, work rules and safety procedures;
- Non-smoking environment in State buildings and vehicles.

ADDITIONAL REQUIREMENTS:

In order to be considered for this position, the following information is required:

- Submittal of a completed online application;
- Work history experience MUST be completed in the online application;
- A scanned copy of official college transcript(s) issued from the registrar must be attached to the online application (if applicable);
- Applicants must attach a DD214 or other supporting documentation to the online application to claim Veterans Preference.

NOTE: Resume and professional references may be attached to the online application, but not in place of the completed application. A skills test may be conducted at time of interview.

Army 11

Navy Limited Duty Officer

Coast Guard NO MIL EQUIVALENT

Marine Corps NO MIL EQUIVALENT

Air Force 30C0

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf

An Equal Opportunity Employer

APPLICATIONS MAY BE COMPLETED ONLINE AT:

<http://tpwd.texas.gov/jobs/>

4200 Smith School Road
Austin, TX 78744
512-389-4545

Job Posting #19-00650
ASSISTANT PARK SUPERINTENDENT I
PH

hr@tpwd.texas.gov

Assistant Park Superintendent I Supplemental Questionnaire

* 1. Which best describes your level of education?

- High School Graduate or GED
- Some college (less than 29 semester hours)
- 1-2 years of college (30-59 semester hours)
- Associate's Degree or at least 2 years of college (60-89 semester hours)
- 3 years of college (90-119 semester hours)
- 4 years of college (120 or more semester hours)
- Bachelor's Degree
- Master's Degree
- Doctorate
- None of the above

2. How many years of Texas Parks and Wildlife experience in park management, supervision, or operations do you have?

- Less than 1 year
- at least 1 year but less than 2 years
- at least 2 years but less than 3 years
- at least 3 years but less than 4 years
- at least 4 years but less than 5 years
- 5 or more years
- None of the above

3. Are you a current Texas Parks and Wildlife Department employee hired prior to January 1, 1998, with no break in service?

- Yes
- No

* 4. How many years of experience in (1) natural/cultural resource management; or (2) interpretation or education; or (3) general maintenance; or (4) public safety; or (5) promotions or public relations or marketing do you have?

- Less than 1 year
- at least 1 year but less than 2 years
- at least 2 years but less than 3 years
- at least 3 years but less than 4 years
- at least 4 years but less than 5 years
- 5 or more years
- None of the above

* Required Question