

Job ID: 58035 - Resource and Asset Management Manager - NR Program Manager

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Job Class: Natural Resources Program Manager

Working Title: Resource and Asset Management Manager

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 08/19/2022
- **Closing Date:** 09/09/2022
- **Hiring Agency/Seniority Unit:** Department of Natural Resources / Natural Resources-Managerial
- **Division/Unit:** DNR Parks & Trails Central Office
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes, some travel within Minnesota
- **Salary Range:** \$42.34 - \$60.78/hourly; \$88,405 - \$126,908/annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 220 - Manager/Unrep
- **Work Location:** Saint Paul, Bemidji, Grand Rapids, or New Ulm, MN
- **Employment Condition:** Unlimited, Full-Time
- **FLSA Status:** Exempt - Executive
- **Connect 700 Program Eligible:** Yes

Job Summary

The selected candidate will have the option to report to one of the following locations: Saint Paul, Bemidji, Grand Rapids, or New Ulm, MN. The primary work location will be agreed upon at time of selection. This position has a flexible work arrangement and may be eligible to telework on a part-time basis which is subject to change. If approved, the employee would be required to complete a telework agreement.

The Minnesota Department of Natural Resources is currently seeking a NR Program Manager to provide statewide leadership for the Division of Parks and Trails Resource and Asset Management (RAM) Section. The incumbent is responsible for managing, directing, and setting statewide priorities within the division of Parks and Trails, along with developing and maintaining relationships with stakeholders at the local, state, and federal levels.

Job responsibilities for this position include:

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- Provide leadership and supervision to the consultants, program supervisor and other staff in the RAM Section so that employees effectively perform assigned job duties, and bargaining unit contracts and work plans are equitably administered.
- Manage, direct and set statewide priorities for Natural and Cultural Resource Management program so that the Division meets our statutory obligations to conserve and sustain the Division's unique and diverse natural and cultural resources for current and future generations.
- Manage, direct and set statewide priorities for the Division's Real Estate Management program so that the Division provides excellent and efficient service to willing sellers of land for our state outdoor recreation units, and so that other internal and external land-related transactions and initiatives are effectively administered.
- Manage, direct and set statewide priorities for the Division's Facilities Design, Development and Renewal program so that the Division provides excellent facilities for the recreating public that are sustainable, efficiently operable, and accessible.
- Direct and manage a statewide, integrated facility, fleet, and business practices initiative that enhances long-term sustainability, energy efficiency, pollution control / prevention, and state and federal accessibility acts and guidelines.
- Provide service leadership to Division Leadership Team (DLT), relevant statewide committees, and agency priority projects.
- Perform all job responsibilities in a manner that supports a healthy, safe, and productive and inclusive work environment for all employees.

Minimum Qualifications

- Bachelor's degree in natural resource or recreation management; public policy administration; civil engineering; architecture; public works, landscape architecture; or a related field.
- A minimum of three (3) years-experience in the fields of natural resource management, public works development, engineering, architecture, or landscape architecture.
- Three (3) years supervisory experience that includes managing multiple staff levels including hiring and performance management, budgeting, program coordination, and work planning.
- Experience in negotiation, conflict resolution, and consensus building with diverse groups in order to solve difficult and sensitive problems.
- Experience with natural resource management, habitat restoration, and environmental review.
- General knowledge of construction design surveying, and construction management sufficient to understand construction plans and specifications.
- Possess strong organizational and planning skills sufficient to develop and implement complex budgets; long-range strategic and operational plans; and annual work plans.

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- Possess oral and written communications to effectively communicate complex information in varied settings to a wide variety of audiences.
- Possess organizational and project management skills sufficient to prioritize multiple workloads, manage complex programs/initiatives simultaneously, and ensure timely completion of projects.
- Awareness of various cultural norms, sufficient to adapt tactics and expectations to balance legal and program requirements with cultural norms.
- Ability to treat employees inclusively in the areas of accommodation, scheduling, expectations, individualized resource needs, training, and development.
- Demonstrated ability to develop and maintain effective working relationships with a wide variety of clientele, both internal and external to the Division and Department.
- Demonstrated ability to lead through complexity and constrained resources.
- Demonstrated ability to effectively work in a team environment by incorporation of multi-disciplined interests into decisions and actions.
- Demonstrated ability to direct effective workplace safety programs.

Preferred Qualifications

- Professional licensure in engineering, architecture, or landscape architecture.
- Advanced degree in natural resource or recreation management; public policy administration; civil engineering; architecture; landscape architecture; or a related field.
- Four (4) or more years of relevant work experience in natural resource management, public policy administration, or a related field.
- Managerial experience in administering and delivering multiple programs.
- Experience working with the state legislature or local government including the development of legislative reports, fact sheets, or testimony.
- Knowledge of State of Minnesota policies, and applicable state and federal regulations, related to natural resources asset management, sustainability, and accessibility.
- Knowledge of the state's budgeting process.
- Knowledge of the state's bonding process and requirements.
- Knowledge of natural resources program management and evaluation.
- General knowledge of real estate transaction processes.
- General knowledge of design and construction principles.
- Strong ability to analyze and summarize diverse information sources.

Physical Requirements

Occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

Additional Requirements

This position requires successful completion of the following:

This position requires an unrestricted Class D Driver's License with a clear driving record
It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Conflict of Interest Review
- Education/license verification

Why Work For Us

Our goal as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of State of Minnesota policies, programs and practices, so that we can support the success and growth of all people.

We are proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees. This means that our employees are respectful to one another and to our customers. We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency's mission.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and paid holidays.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637).

For additional information about the application process, go to <http://www.mn.gov/careers>.

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If you are a Connect 700 applicant, please submit your certificate to Rebecca Mortellaro at rebecca.mortellaro@state.mn.us or fax to 651-296-6494 by the job posting close date.

Contact

If you have questions about the position, contact Ann Pierce at ann.pierce@state.mn.us or [651/259-5119](tel:6512595119).

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:6512593637) or email careers@state.mn.us. Please indicate what assistance you need.