

**ASSISTANT STATE PARK MANAGER – Position #K0244656**

**This unclassified, full-time position is located at Hillsdale State Park in the Parks Division; and is directly supervised by Mark Nepote, State Park Manager Supervisor II.**

The incumbent is the Assistant Manager for Hillsdale State Park. Duties include coordinating efforts to provide broad-based recreational opportunities, such as camping, water-based recreation, day use, special events, and programs; preparing budget requests; purchasing supplies and equipment; directing the sale of department permits and licenses, includes the collection and accounting of funds received; planning and overseeing contracted work; supervising and coordinating the construction, maintenance and repair of area buildings, grounds, equipment, roads, ditches, dikes, shelters, beaches, boat ramps and utilities; actively participating in interviewing, hiring, training and evaluating employees; enforcing laws, rules, and regulations pertaining to the protection of park facilities and visitors; and providing information regarding park rules, facilities, and area history.

**If an applicant is not currently law enforcement certified, our agency will send the successful applicant to the required training as listed below. Applicants do not have to be law enforcement certified to apply.**

**BENEFITS:** Minimum hourly wage, \$32.78/hour; immediate group health and life insurance coverage; Kansas Police and Fire (KP&F) retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation and parental leave.

**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. Candidates having management experience and broad-based interaction with community organizations will receive preference. Applicants who have the ability to effectively interface with employees and the general public are highly desired. The successful candidate must possess and maintain a valid driver's license, pass a background check and must be a credible witness in court.

**NECESSARY SPECIAL REQUIREMENTS:** 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 felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 992 (g) (8) and (9). To be eligible for certification in the state of Kansas, one must also be free of any diversions from a felony or misdemeanor domestic violence crime as set forth by the Kansas Law Enforcement Training Act.

Candidates for positions in this class must have the following: be a U.S. citizen; be 21 years of age at the time of appointment; free of conviction of any crime punishable by imprisonment in a federal penitentiary or a state prison; and be required to pass a physical exam administered by the hiring agency.

This class requires that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services, a pre-employment physical, and a standard battery of psychological tests required for admission into the Kansas Law Enforcement Training Center Basic Course.

**HOW TO APPLY:** Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle of the page under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
  - **Email** - the **email** listed on the **Careers>My Contact Information** page.
  - **Notifications** - view the **Careers>My Job Notifications** page

**The following are the required items to apply:**

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form\*\* (this can be found at the following website): <https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info> and,

**\*\*Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.**

**Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

**DEADLINE TO APPLY – Open until filled**

**The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.**

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.