

Maryland State Agency Job Announcement  
Skilled & Professional  
Department of Natural Resources  
Park Services Supervisor  
**Announcement #09-1760-001**

**Park Ranger – Maryland Park Service – 2 Vacant Positions**

**LOCATIONS:**

Gunpowder Falls State Park (Kingsville, MD - Baltimore County)

New Germany State Park (Grantsville, MD - Garrett County)

**SALARY:** \$41,074-\$53,189 (Grade 16)(Salary rules in effect for current State employees and reinstatements)

**CLOSING DATE:** July 31, 2009

**POSITION DUTIES:** The Department of Natural Resources (DNR), Maryland Park Service, is currently accepting applications for two Park Services Supervisor positions for Gunpowder Falls and New Germany State Park. These positions assist the Park Manager in support of the overall operations of state park facilities, and provide site supervision, instruction and problem resolution to full-time administrative personnel, maintenance and programming personnel, as well as seasonal employees and volunteers.

Duties include but are not limited to: visitor services, general grounds, facility and state housing maintenance, grants administration, communicating established procedures and policies to the public, developing budgets and monitoring expenses and revenue, interpretive services, and collection and processing of state park and concession revenues. The incumbent will also be responsible for trail design and maintenance, and monitoring the physical condition of recreational facilities to ensure safe and efficient operation of the park, as well as the preservation of their natural, cultural and historical resources. Weekend and holiday work may be required.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Education: Possession of a bachelor's degree in forestry, forest management, natural resources management, parks and recreation, business administration, education, or a related natural science from an accredited four-year college or university.

Experience: Two years of experience supervising personnel engaged in park or forest operations work.

**Notes:**

1. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience, to one year of education, for up to four years of the required education.

2. Applicants may substitute additional experience in park or forest operations work at the rate of two years for each year of the required supervisory experience.
3. Possession of a Master's Degree from an accredited college or university in forestry, forestry management, natural resources management, parks and recreation, business administration, education, or a related natural resources field may be substituted for one year of the required experience.

### **LICENSES, REGISTRATIONS AND CERTIFICATES:**

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

### **SPECIAL REQUIREMENTS OF THE CLASSIFICATION:**

1. Employees are subject to call-in 24 hours a day.
2. Employees in this classification may be subject to assignment in any county in the State. Upon permanent appointment, the employee may be required to reside in the county or region assigned.
3. Employees in this classification must be trained in First Responder Training or other equivalent first aid training.

**SELECTION PROCESS AND ASSESSMENT:** Please make sure you provide sufficient information on your application to indicate that you meet the minimum qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. Qualified applicants will be ranked as BEST QUALIFIED, BETTER QUALIFIED OR QUALIFIED and placed on the employment (eligible) list for at least one year.

**EXAMINATION:** Your application is part of the examination process. The examination will consist of a rating of your education, training and experience related to the requirements of this position. The rating will be based on the information provided on your State application (MS-100). Therefore, it is important that you provide all the experience and education that is related to this position completely and accurately including signing and dating your application in the two provided areas of the MS-100.

**TO APPLY:** Please submit a Maryland State Employee Application (MS-100) for this position, including the announcement number. Resumes will not be accepted in lieu of completing the application. Information must be received at the address below by 5:00 p.m. on the closing date. Faxed applications will not be accepted. The Human Resource Department is not responsible for applications sent to any other address. Sending the application to a different address will result in not being considered.

Maryland Department of Natural Resources  
Human Resource Service, C-3  
580 Taylor Avenue  
Annapolis, MD 21401

Attention: Caroline Asher

TTY: (410) 260-8835

Applications are available by calling (410) 260-8085 or at [www.dbm.maryland.gov](http://www.dbm.maryland.gov).

### **Benefits Offered To Maryland State Employees**

Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.

#### **Medical/Health Insurance Plans:**

##### **PPO Plans**

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

##### **POS Plans**

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

##### **EPO Plans**

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

##### **Prescription Plan**

##### **Dental Plans:**

- United Concordia DPPO
- United Concordia DHMO

##### **Other Plans:**

- Term Life Insurance Plan
- Personal Accidental Death and Dismemberment Plan
- Long Term Care Plan
- FREE Vision Plan

**Flexible Spending Accounts:**

- Health Care Spending Accounts
- Daycare Spending Accounts

**State Retirement and Pension System** - Employees are vested in the pension system after five years of employment

**Tax-deferred supplemental retirement savings plans:**

- 457
- 403(b)
- 401(k)

**SECU Credit Union**

**Direct Deposit**

**Savings Bonds**

**Maryland Prepaid College Savings Plans**

**Paid Holidays: 11-12 per year**

**Annual Leave:**

- Up to five years of service, 10 days earned per year
- Five to 10 years of service, 15 days earned per year
- 10-20 years of service, 20 days earned per year
- 20+ years of service, 25 earned per year
- Employees may carry over up to 10 weeks of annual leave per year

**Personal Leave: Six days per year**

**Sick Leave: 15 days per year, unlimited accrument**

**Compensatory Leave**

**Military Leave**

**Leave Bank and Employee-to-Employee Leave Donations**

**Employee Assistance Program**

**Flextime and Teleworking opportunities for some positions**

## **An Equal Opportunity Employer**