



Operations Office
512 SE 25th Ave.
Pratt, KS 67124-8174

Phone: (620) 672-5911
Fax: (620) 672-2972
www.ksoutdoors.com

Brad Loveless, Secretary

Laura Kelly, Governor

PARKS DIVISION REGIONAL SUPERVISOR – Position# K0244423

If you're looking for a rewarding career, working alongside dedicated colleagues who share your conservation values and love of outdoor recreation, you'll feel right at home with the Kansas Department of Wildlife and Parks (KDWP). As a member of the KDWP State Parks team, you'll work together to ensure our citizens enjoy and appreciate the state's diverse natural resources. KDWP offers competitive pay; paid sick, vacation, maternity and paternity leave; and first day health insurance and retirement benefits.

We welcome diversity because a diverse workforce makes us stronger. Please take a moment to read the job announcement below and consider the possibilities.

This unclassified, permanent, full-time position will work out of the Parks Division at the Topeka Region 2 Office. This position is supervised by Linda Lanterman, Parks Division Director.

The incumbent provides direct guidance, direction and coordination in the management of Kansas state parks and related projects and programs within the Region. Provides direct supervision, coordination and evaluation of employees in the Parks Section within the region. Region Supervisor will have overall responsibility for these functions within the assigned region. Holds regular staff meetings to discuss problems, needs, techniques and methods to improve operations. Assures that equipment, manpower, facilities, and properties are effectively and efficiently used. Implements policies of the Division and Department. Cooperates and coordinates with regional counterparts. Individual must cooperatively arrange employee schedules and equipment usage and cooperate with other supervisors and office personnel to maximize agency effectiveness. Actively participates in the recruitment of new staff within guidance for the Division and Department. Assures full compliance with Affirmative Action/Equal Employment Opportunity objectives of the Department in all hiring and supervision. Develops and maintains communication with numerous governmental agencies at the local, state and federal level. Develops and maintains communication with the public with special focus on constituent groups representing state parks interests. Administers planning, budgets, purchasing, contracts, and other business matters of the Division as assigned. Assures compliance of all staff under supervision with state rules and regulations and Departmental guidance related to all business matters of the Department. Serves as a key component of the Division management team by participating in a wide variety of Division meetings. Provides continuing training for all employees under supervision. Enforces local, state and federal laws, rules and regulations as needed. Serves as back up or support to state park staff in patrolling, enforcing laws, apprehending or investigating criminal complaints. May respond to emergency situations that require law enforcement response. Responsible for overall Law Enforcement of staff in his/her region in training, uniforms, investigations and other LE activities. Coordinates with the LE Coordinator in Parks Division to ensure all training is met. Assists with other administrative functions and special projects as assigned.

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: Beginning hourly salary, \$66,741; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation and parental leave.

MINIMUM QUALIFICATIONS: Bachelor's degree in park and recreation management or natural resource management or other related degrees as determined by the Department **and** five years of related work experience. Comparable or equivalent experience in Park Management or Public Lands Management may be substituted for experience as determined relevant by the agency. 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 pass a background check, possess and maintain a valid driver's license 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, a standard battery of psychological tests, a Truth Verification Examination Questionnaire, and VIPRE – Voice Stress Analyzer are required for admission into the Kansas Law Enforcement Training Center Basic Course.

Because this position requires the employee to be certified as a Law Enforcement Officer by the Kansas Law Enforcement Training Commission, certain past and present personal behaviors can impact employee eligibility.

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 they reflect the degree and degree conferral date)
- 4) Employment application - this is generated from the information which is input into the State Employment Center
- 5) an Authorization to Release Information form** (this can be found at the following website): <https://ksoutdoors.com/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 –September 23, 2022

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.