



# Nebraska Game and Parks Commission

2200 N. 33rd St. / P.O. Box 30370 / Lincoln, NE 68503-0370

Phone: 402, 471-0641 / Fax: 402, 471-5528 / <http://www.ngpc.state.ne.us/admin/jobs/jobs.asp>

## JOB VACANCY ANNOUNCEMENT Advertised to Employees and Public

LOCATION	TITLE	STARTING SALARY
Ponca State Park Ponca, NE	Temporary Park Superintendent I Parks Division	*\$15.526/Hr. Position #04045

Dates of Employment: March 1, 2010–January 15, 2011

APPLICATION DEADLINE: February 19, 2010

**ESSENTIAL JOB DUTIES:** Person will assist Park Superintendent with Missouri River Outdoor Expo (MROE) duties as follows: budget - tracking expenditures/book-keeping, assist with obtaining and initiating grants for sponsorships, will be main contact person for vendors, documentation, site layout, responsible for lodging accommodations for staff/volunteers, oversee volunteer database and mailings, in charge of ordering and keeping track of signage, oversee silent auction and raffle tickets scheduling for radio shows, newspaper ads and releases, liaison for NGPC Expo web pages and to perform other duties as required for the MROE.

This position will assist in the supervision of 2-3 other staff and assist with the planning, coordinating, and presenting of a wide variety of environmental/outdoor education programs to audiences of different age groups and backgrounds. Assist Superintendents with special events (such as Becoming an Outdoors-Woman workshop and Hallowfest), maintenance projects, planning, wildlife/habitat management, and customer service activities. Perform related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to plan, manage, analyze and evaluate park programs. Knowledge of the principles, techniques, and application of park resources management and conservation. Knowledge of departmental rules and regulations. Ability to communicate effectively and establish and maintain public relations with community, business, special interest groups, and state, local and federal agencies. Knowledge of park operations, administration and financial management. Ability to maintain records and prepare reports. Ability to supervise subordinate staff and to enforce park rules and regulations.

**REQUIREMENTS:** A Bachelor's degree in Park Management or related field. Work experience in park management or a related field may substitute for education on a year-for-year basis.

**TO APPLY** Send Application for Employment to DAS, State Personnel Division, 301 Centennial Mall South, PO Box 94905, Lincoln, NE 68509-4905. Apply on line at [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov). Applications must be postmarked on or before the application deadline to be considered.