



WORK FOR YOUR TOWN

Natural Resource Supervisor (Recreation Supervisor)

The Town of Marana is seeking a Natural Resource **Supervisor** within the Recreation Division of the Marana Parks and Recreation Department. This is a full-time position and an exciting opportunity for someone interested in providing diverse recreational opportunities that create economic benefits and a healthy lifestyle. The Natural Resources Supervisor functions as a front line supervisor managing programming, registration and administration of natural resources park management as well as outdoor recreational activities with an emphasis in Natural Resource/Environmental Educational programs.

Hiring Range: \$49,578 - \$55,000

Example of Duties

- Develops, prepares, administers & delivers exceptional natural resource programs.
- Performs ongoing evaluation of programs and services to identify community needs and recommends appropriate new offerings, or modifications based upon feedback from the public.
- Oversee and develop outdoor recreation programming and events.
- Supervise two full time Trail Maintenance staff.
- Manage the development of resource management plans
- Supervises and coordinates service delivery; recommends resource management policies and procedures; prepares budget recommendations.
- Administer facility and instructor contracts related to recreation service delivery and ensure compliance with terms of contracts; monitors work of contractors.
- Conducts field research to locate, identify and preserve plants, animals, physical features and cultural artifacts requiring additional preservation or interpretation.
- Provides leadership and development to assigned staff; establishes goals and objectives; participates in the recruitment process, evaluates work performance, ensures policy and procedure compliance, and monitors employee relations matters.
- Supervises the day-to-day operation of planned and coordinated programs; coordinates and designs promotional and registration material; manages customer service inquiries.
- Answers questions from the public and interprets physical, natural and cultural resource features.
- Assessing environmental factors affecting plants, animals, physical and cultural features in assigned areas, development of management plans in preservation and mitigation.

Minimum Qualifications

- Associates Degree in Parks and Recreation Management, Natural Resources Management, Environmental Education, Wildlife Management or other related field
- Over three (3) years in natural resource management, environmental education, wildlife management or open lands management, or related field
- Over one (1) year experience developing, implementing, scheduling and evaluating recreation programs
- Over one year of supervisory experience or must complete the Town of Marana's supervisory academy within one year of hire date.





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- First Aid, AED and CPR certifications (required within 6 months)
- Valid Arizona Driver License
- Ability to pass both the Town of Marana background check and fingerprint clearance.

An equivalent combination of education and relevant experience that provides the desired knowledge, skills & abilities to successfully perform essential functions may be considered.

Preferred Requirements

- Bachelor's Degree in Parks and Recreation Management, Natural Resources Management, Environmental Education, Wildlife Management or other related field
- Strong organization skills and ability to manage program delivery at multiple sites.
- Excellent communication skills and ability to build community relationships
- Cultural, biological and environmental resources common to the American Southwest
- Supervising and training staff and volunteers in implementing interpretation, preservation and mitigation plans
- Certified Park and Recreation Professional (CPRP)

RECRUITMENT PROCESS

If you meet the minimum requirements, submit a completed Town of Marana application which can be supplemented with a resume and cover letter. Candidates are responsible for verifying receipt of materials. Applications must be submitted by applying online at www.maranaaz.gov and following the employment link. All status updates will be sent via email through the applicant tracking system. Posting will close on **April 2, 2021**.

QUESTIONS

Human Resource Staff Contact

Loren Churchman ~ (520) 382-1934 ~ lchurchman@maranaaz.gov

The Town of Marana is an equal opportunity employer. If you require a reasonable accommodation at any stage of the application/exam process due to a disability, please contact the Human Resources Department prior to any deadlines related to this recruitment process. Please contact the Human Resources Department if you would like this publication in an alternative format.

