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Primary Location: United States of America-OHIO-Franklin County

Work Locations: DNR Franklin County 2045 Morse Rd ODNR Main Columbus 43229

Organization: Natural Resources

Classified Indicator: Classified

Bargaining Unit / Exempt: Exempt

Schedule: Full-time

Work Hours: 8am-5pm subject to change

Compensation: $25.50/hr

Unposting Date: May 18, 2019, 11:59:00 PM

Job Function: Parks and Recreation

Agency Contact Name: hr@dnr.state.oh.us

Agency Contact Information: 614-265-6981
Natural Resources Administrator 1 - 20059845

Job Duties

The Division of Parks and Watercraft's mission is to provide exceptional outdoor recreation and boating opportunities by balancing outstanding customer service, education, protection and conservation of Ohio's state parks and waterways. Click the following links to learn more about the Division of Parks and Watercraft.

In the Division of Parks & Watercraft, coordinates Ohio's Boating Safety Education Program (e.g., reviews & ensures Ohio boater education courses meet the nationally recognized standards); formulates & implements policies & procedures for mandatory Boating Education & advanced-Level Programs; develops & conducts instructor level training programs; develops statewide instructional standards &/or policies & procedures; plans, coordinates & conducts instructor-level boating safety education programs to Natural Resources Officers, USPS (United States Power Squadrons) & USCG (United States Coast Guard) Auxiliary members/educators, public, schools, universities & boating associations; reviews & evaluates grant applications & proposals; provides assistance & training to boating education & law enforcement grant recipients.

Performs miscellaneous administrative duties (e.g., collects data, prepares reports & makes recommendations; prepares correspondence; prepares agendas; coordinates logistics; pre- pares student performance objectives for certified training programs; evaluates student & instructor candidates; prepares follow-up paper- work); determines program & equipment needs; prepares budget & monitors expenditures; develops, writes, revises &/or edits various boating safety education materials (e.g., brochures, training manuals, student workbooks, feature articles, posters, newsletters & public service announcements).

Conducts specialized training (e.g., swift-water res- cue training, flat water & river canoeing training, in- service training, marine patrol training, etc.) for Ohio Department of Natural Resources commissioned personnel & external partners; performs administrative & background investigations; operates state vehicles, vessels & other specialized equipment.

Acts as liaison between division & various local & national boating safety education organizations; answers section phones; handles sensitive or complex issues, backgrounds, &/or complaints; delivers speeches or makes presentations; represents division at various meetings; coordinates & participates in various division events (e.g., boat shows, conferences, Ohio State Fair); monitors & maintains various audio visual
equipment; represents manager at department/division meetings/conferences; in manager’s absence, assumes section authority (e.g., authorizes/approves leave; attends management staff meetings, conferences, etc.).

Qualifications

Completion of graduate major core program & 12 mos. exp. in natural resources specialty (Ohio’s Boating Safety Education Program) indicated under job duties within approved position description; valid driver’s license.

-Or undergraduate major core program & 24 mos. trg. or 24 mos. exp. in natural resources specialty (Ohio’s Boating Safety Education Program) indicated under job duties within approved position; valid driver’s license.

-Or 48 mos. trg. or 48 mos. exp. in natural resources specialty (Ohio’s Boating Safety Education Program) indicated under job duties within approved position description; valid driver’s license.

-Or equivalent of minimum class qualifications for employment noted above.

Knowledge of: inventory control, budgeting, employee training & development, public relations, department policies & procedures (ODNR, Parks & Watercraft*, government structure & process (local, state, & federal rules & regulations), business, law (Ohio Revised Code [ORC], Ohio Administrative Code [OAC], state laws, National Association of State Boating Law Administrators [NASBLA], watercraft laws, rules & regulations).

Skilled in: word processing (Microsoft Office Suite: Word, Excel, Access, Outlook, PowerPoint), equipment operations (boating vessels, personal computer, fax, copier, digital camera, audio visual equipment).

Ability to: define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals, & percentages; originate instructions & specifications concerning proper uses of machinery (boating vessels); gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; use proper research methods in gathering data; handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before specialized audiences & general public.

Location:
ODNR - Central Office
2045 Morse Rd., Bldg. C
Effective July 1, 2015 applicants must apply online for positions at all state agencies except the Department of Developmental Disabilities (DODD).

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

STATUS OF POSTED POSITIONS: Applicants can view the status of this position by logging into their user profile on the Ohio Hiring Management System [OHMS] Home page at the following link careers.ohio.gov, and selecting "My Profile".

NOTES:

Selection devices, proficiency testing and/or assessments may be used to determine if an applicant meets and is proficient in the minimum qualifications for this position.

Applicants may attach the following document types:

- Microsoft Word (.doc and .docx)
- PDF (.pdf), Plain Text (.txt)
- Rich Text (.rtf).

Please do not upload attachments that have an anomaly or are password protected.