

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

#4820

AN EQUAL OPPORTUNITY EMPLOYER  
CAREER OPPORTUNITY BID NOTICE

The Illinois Department of Natural Resources is inviting applications for the following position:

**Position Title:** Site Superintendent II Opt.1                      **Monthly Salary Range:** \$5,251.00 -- \$7,796.00

**Position Location:** Goose Lake Prairie State Park, 5010 N. Jugtown Rd., Morris, IL 60450 (Grundy County)

**Work Schedule:** Monday – Friday: 8:00 am – 4:00 pm, ½ hour lunch. Saturday & Sunday off

**Description of Duties**

Under general supervision, manages the operation of Goose Lake Prairie State Natural Area; supervises a subordinate staff of moderate size engaged in site operations, maintenance and interpretive activities.

**Desirable Education, Training and Experience**

Requires knowledge, skill and mental development equivalent to a bachelor’s degree in park and recreation administration or natural resource area administration; requires three years of supervisory experience affording training in various facets of managing an outdoor recreational park or natural public area; administrative experience related to the management of outdoor recreational or natural public areas or cultural sites with significant natural and/or outdoor recreational features; requires thorough knowledge of the principles and practices of site administration including natural and/or cultural resource conservation, site interpretation, structural and grounds maintenance, public relations, personnel administration and fiscal management; requires a valid Class A Commercial Driver’s License; requires ability to administer First Aid and CPR and maintain certification in such; Physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, buildings and grounds; requires ability to lift, carry and transport loads which exceed sixty pounds; requires ability to walk over rough and broken terrain; requires ability to work under adverse weather conditions on a year round basis.

**This position requires possession of a valid Class A Illinois Commercial Driver’s License.** The employee/applicant shall provide proof of possession of the valid Class A Illinois Commercial Driver’s License at the time the bid is submitted in order to be considered qualified and eligible for the position. If the eligible bidder selected for this position has not previously held a position requiring a Commercial Driver’s License, he/she must pass a pre-employment drug test which will be scheduled by the Department. If the eligible bidder is unable to pass such test, he/she will not be considered qualified or eligible for the position.

**PLEASE PROVIDE A COPY OF YOUR CLASS ‘A’ CDL WITH YOUR APPLICATION**

<b>Where to Apply:</b>	<u>Mike Mason</u>	<u>One Natural Resources Way, Springfield, IL 62702</u>	<u>217.557.0482</u>
	<b>Name</b>	<b>Address</b>	<b>Phone</b>

(\*SEE NOTE)  
Bargaining unit employees interested in bidding for this position should complete a Bid Form, attach it to an application, and submit it directly to the name and address listed above. Bid Forms may be obtained at any Department of Natural Resources facility. Employees wishing to transfer must submit a Transfer Request before the last date to apply, listed below. Effective immediately, faxed applications will no longer be accepted.

\*NOTE: In addition, employees who are interested in a promotion into this position must have a promotional grade. If you do not already have a promotional grade for this title, complete a Promotional Examination Application(CMS100B) and sent it directly to the Examining Division, 500 William G. Stratton Building, Springfield, Illinois 62706. In order to be considered for this vacancy, the CMS100B must be mailed to the Examining Division no later than the date listed below as the last day to apply.

The Department of Natural Resources does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/785-0067.

**DATE POSTED:** November 25, 2014                      **LAST DATE TO APPLY:** December 4, 2014