ILLINOIS DEPARTMENT OF NATURAL RESOURCES

#4823

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 III Opt.1 **Monthly Salary Range:** $5,896.00 -- $8,780.00

Position Location: Starved Rock State Park, 2668 E 875th Rd, Oglesby, IL 61348 (LaSalle County)

Work Schedule: Rotating Schedule every other week
Week 1: Monday – Friday: 8:00 am – 4:00 pm, ½ hour lunch. Saturday & Sunday off
Week 2: Saturday – Wednesday: 8:00 am – 4:00 pm, ½ hour lunch. Thursday & Friday off.

Description of Duties

Under general direction, manages the operation of Starved Rock State Park and its satellites-Mitchell's Grove Nature Preserve, Sandy Ford Natural Area, and Margery Carlson Nature Preserve; supervises directly and through subordinates a subordinate staff organization engaged in site operations, maintenance and interpretive activities.

Desirable Education, Training and Experience

Requires knowledge, skill and mental development equivalent to completion of four year of college; requires two years' experience related to management of a recreational, natural or cultural public area; requires possession of a valid Driver's License; requires ability to obtain a pesticide applicator right of way license; requires ability to administer First Aid and CPR and maintain certification in such; requires extensive knowledge of agency, programs, policies and procedures; staff utilization and employee motivation; labor and employment development; ability to analyze administrative problems and adopt an effective course of action to develop and maintain cooperative working relations; requires 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 work under adverse conditions on a year round basis; requires ability to lift, carry and transport loads; requires ability to walk over rough and broken terrain. Living in state-owned housing is a condition of employment of this position.

Where to Apply: Mike Mason One Natural Resources Way, Springfield, IL 62702 217.557.0482
Name **Address** **Phone**

(*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

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