



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

The following is a Position Specific Recruitment for the Annapolis location of the Maryland Park Service. The resulting list of eligibles will be used to fill this position only. Persons interested in future vacancies in the Administrator II classification must reapply.

POSITION: Administrator II (Announcement #09-2587-909)
Chief of Interpretation, Maryland Park Service

STARTING SALARY: \$42,632-\$55,332 (Grade 17 - Temporary Salary Reduction Scale)
(Salary rules in effect for current State employees and reinstatements)

LOCATION: Annapolis, MD

CLOSING DATE: November 20, 2009

POSITION DUTIES: The Department of Natural Resources (DNR), Maryland Park Service, is currently accepting applications for an Administrator II, Chief of Interpretation, in Annapolis, Maryland. Applicants for this position must be willing to work in this area of Maryland. This position serves under the managerial supervision of the Program Chief for the Maryland Conservation Corps and Youth Programs and Interpretation and is responsible for managing the statewide interpretation programs and activities in the State Parks.

This position develops and executes strategic plans and directs programs and initiatives associated with the interpretive, informational, and educational services of the Maryland Park Service. The incumbent will work with managers statewide to develop, direct, and implement statewide educational initiatives, including: Tawes Garden, Scales and Tales, Junior Rangers, Park Quest, Leave No Trace, and Children in Nature. The selected candidate will be responsible for developing and managing program budgets and administration; developing and tracking performance measures for interpretive programs; and forming partnerships with educational non-profit organizations, corporations, and other state, local, and federal partners. This position is also responsible for ensuring proper allocation and use of Maryland Park Service resources such as personnel, equipment, and funding. The selected candidate will also be responsible for the enforcement of DNR regulations and policies to ensure corps member safety, as well as the protection of Maryland's natural, cultural, historical, and recreational resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

(You must meet **BOTH** the minimum and selective qualifications to be considered for this position.)

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of experience in administrative staff or professional work.

- Notes:**
1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
 2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

SELECTIVE QUALIFICATIONS: Two years of the above experience must include work in interpretive educational programs related to park or forest operations, which entailed handling program budgets and supervising personnel in forest or park operations.

LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS AND ASSESSMENT: Please make sure you provide sufficient information on your application to indicate that you meet the minimum and selective qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. Qualified applicants will be ranked as BEST QUALIFIED, BETTER QUALIFIED OR QUALIFIED and placed on the employment (eligible) list for at least one year.

EXAMINATION: Your application is part of the examination process. The examination will consist of a rating of your education, training, and experience related to the requirements of this position. The rating will be based on the information contained on your State application (MS-100). Therefore, it is important that you provide all the experience and education that is related to this position completely and accurately, **including signing and dating your application in the two provided areas of the MS-100.**

TO APPLY: Please submit a Maryland State Employment Application (MS-100) for this position, including the announcement number. Resumes will not be accepted in lieu of completing the application. Information must be received at the address below by 5:00 p.m. on the closing date. Faxed or e-mailed applications will not be accepted. The Human Resource Department is not responsible for applications sent to any other address. Sending the application to a different address will result in not being considered.

**Maryland Department of Natural Resources
Human Resource Service, C-3
580 Taylor Avenue
Annapolis, MD 21401
Attention: Caroline Asher
TTY: (410) 260-8835**

Applications are available at www.dbm.maryland.gov or www.dnr.state.md.us. Information may be obtained by calling 410-260-8070.

The State of Maryland is an Equal Opportunity Employer.