



**WEST VIRGINIA**

Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Park Superintendent 4 - Twin Falls State Park - Wyoming Co.**

*An Equal Opportunity Employer*

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**SALARY:** \$3,249.75 - \$6,012.00 Monthly  
\$38,997.00 - \$72,144.00 Annually

**DEPARTMENT:** Commerce - Natural Resources

**OPENING DATE:** 05/25/22

**CLOSING DATE:** 06/09/22 11:59 PM

**NATURE OF WORK:**

**Parks/Twin Falls Resort State Park/Wyoming County** Under general supervision of the Park Superintendent, this employee will act as the resort's Assistant Superintendent who is responsible for assisting in the management, operation, maintenance, and protection of Twin Falls Resort State Park. This individual will be responsible for assisting the Park Superintendent in the daily operations of a four season resort park that includes a lodge; conference rooms; a concessioned food service operation; year-round cabins; an eighteen-hole golf course; a campground; a retail shop; a nature center; game courts; picnic sites; and picnic shelters. This individual will actively seek opportunities and solutions in increasing occupancy in the various lodging facilities through the active management of rates and packaging, and work with staff to increase group occupancy and rentals of conference facilities; will assist in creating enticing and creative overnight lodging packages, promotions, and events in order to increase visitation and interest in the park's amenities and overnight accommodations; work to increase revenue and golf rounds at the course; work to increase retail revenue and provide quality retail merchandise that is attractive to park visitors; work to increase revenue at the park's revenue centers; create a culture of providing superior hospitality to park visitors and ensure continued superior hospitality through the training, coaching and motivating of park staff; control expenses, hire, train, motivate, and discipline staff; prepare and approve purchases; handle and resolve customer complaints; respond to emergencies; and perform law enforcement duties. As a Special Natural Resources Police Officer, performs law enforcement activities including, but not limited to, patrolling, investigating violations of law, giving warnings, writing citations, making arrests, and prosecuting cases in court. Employee must be able to successfully complete required Special Natural Resources Police Officer (SNRPO) training and pistol qualifications as established by DNR Law Enforcement Section. SNRPO trainees will be required to pass a one-time background investigation, pre-employment polygraph examination, psychiatric evaluation, and physical examination. **As a condition of employment as a Park Superintendent, successful candidate must either reside in park provided housing or if housing is not available on site, must live within a specified distance and receive \$1,000 a month in lieu of housing.**

The agency reserves the right and authority to permanently transfer the employee holding this position to another position of equal classification and pay grade within and throughout the Parks and Recreation Section based on the business needs of the agency. Serves as Ranger Style rule/law enforcement officer on the area of assignment through presence and by performing guest education, patrol, issuing warnings, and citations. **Employee will be required to wear assigned Superintendent uniform and follow all uniform standards.** Performs related duties as assigned. Regular attendance is required.

**Click The APPLY Link To Apply Online.** Do not use a paper application unless you cannot

apply online. If you must use a paper application due to disability or other valid reason, please call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

**IMPORTANT:** Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

**ATTENTION: Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified.** It may **ONLY** be in the form of a copy of an **OFFICIAL** transcript or diploma. If you are claiming Veteran's preference, please submit "**MEMBER 4**" form and/or your VA Letter. **DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy.**

Please attach documents to the online application before submitting it. Or, you may email it to: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled.

Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a **Job Interest Card** from the slide-out menu located at the top left of our *Job Opportunities* page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

## **EXAMPLES OF WORK:**

## **MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from an accredited college or university.

**AND**

**Experience:** Four (4) years of full-time or equivalent part-time paid experience working at a state park, in natural resources related field, in the tourism or travel industry, or in the environmental industry three (3) years of which must have been in an administrative and/or supervisory capacity.

**AND**

**Specialist Requirement:** Must have a valid license, and obtain a valid West Virginia driver's license within six (6) months of employment. Must be able to successfully complete required Special Natural Resources Police Officer training and pistol requirements as established by Law Enforcement Section, Division of Natural Resources. Must pass an initial physical examination, psychological evaluation and a polygraph examination designed to determine applicant's fitness for Special Natural Resources Police Officer enforcement duties.

**\*\*\*DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION\*\*\***

## OTHER INFORMATION:

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #8623V  
PARK SUPERINTENDENT 4 - TWIN FALLS STATE PARK  
- WYOMING CO.  
AS

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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### **Park Superintendent 4 - Twin Falls State Park - Wyoming Co. Supplemental Questionnaire**

- \* 1. Employee is required to live on-site in the Superintendent residence provided. Are you able to live on-site in the Superintendent residence provided?  
 Yes    No
  
  - \* 2. Must be licensed or eligible to operate a motor vehicle in WV. Are you licensed or eligible to operate a motor vehicle in WV?  
 Yes    No
  
  - \* 3. Were all of the jobs listed in your application paid?  
 Yes    No
  
  - \* 4. If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.
  
  - \* 5. **Confirmation.** By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.  
 I confirm the above statement.
- \* Required Question