



**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-DNR/North Bend State Park-Ritchie 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:** 07/06/22

**CLOSING DATE:** 07/21/22 11:59 PM

**NATURE OF WORK:**



**Department of Commerce/Division of Natural Resources (DNR)/Parks/North Bend State Park/Ritchie County** Employee in this position will manage North Bend State Park, a four season State Park that includes a twenty-nine room lodge; conference center; self-operated full-service restaurant and banquet catering operation; year-round cabins; two campgrounds; gift shop, an outdoor pool, nature center, outdoor amphitheater, picnic shelters, a concession operation for bike and boat rentals, as well as a recreational lake, and significant hiking, equestrian and biking trails, including access to the North Bend Rail Trail. Duties include, but not limited to: daily personnel assignments, scheduling, supervision and evaluating performance, guest relations including direct assistance and complaints resolution, identifying operational needs and making decisions as to corrective actions, direct management of lodge, cabin and campground facilities, supervision of programs and activities, supervision of audit and financial functions, reporting, supervision and direct contact with park concessionaires, supervision and participation in procurement and acquisition, supervision of park security operations, supervision and assistance to concessionaire-operated food & beverage services, supervision and assistance with computerized property management system, supervision and evaluation of gift and souvenir resale operations, work to ensure that park operations fall within all federal, state and local laws & regulations, carry out all tasks and assignments in a professional and efficient manner. Rotating work schedule is required, and candidate must be available weekends & holidays and for special assignments. Must be skilled in computer use particularly Google Docs, Sheets, Slides, Kronos, wvOASIS, and Gmail programs. Employee may be required to obtain the appropriate wastewater treatment plant operator license. Licenses and any further advanced or additional permitting licenses and/or requirements necessary to operate the sewage treatment systems at the park will be maintained throughout employment. Employee may be assigned or directed to accept "off-facility" responsibilities or special assignments that will take the employee away from their principal area of assignment at North Bend State Park including technical research projects, special events, supervision of satellite areas located within the region of the

park, statewide temporary managerial assignments, fire-fighting, and law enforcement duties.

Employee must be able to successfully complete required Special Natural Resources Police Officer (SNRPO) training and pistol qualification requirements as established by the 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. **Must be licensed or eligible to operate a motor vehicle in WV. Employee must either reside in park provided housing or if housing is not available onsite, must live within a specified distance and receive \$1,000 a month in lieu of housing. Employee is required to wear assigned Superintendent uniforms.** Regular attendance is required. 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. Employee will perform all related work as assigned. (wvOASIS position #0310PP0641.)

**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 #8623SNB  
PARK SUPERINTENDENT 4-DNR/NORTH BEND STATE  
PARK-RITCHIE 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-DNR/North Bend State Park-Ritchie Co. Supplemental Questionnaire**

- \* 1. SPECIAL REQUIREMENT: Must have a valid driver's license and must obtain a valid West Virginia driver's license within six (6) months of employment. Do you have a valid driver's license?
  - Yes
  - No
- \* 2. 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. Are you able to reside in park provided housing OR if housing is not available on site to live within a specified distance and receive \$1,000 a month in lieu of housing?
  - 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