

PARKS DIVISION DIRECTOR – Position # K0229878

The Kansas Department of Wildlife and Parks is seeking a Parks Division Director to oversee and guide operations of 29 state parks that welcome more than 7 million visitors each year. This unclassified, full-time position is located at the Pratt Operations Office.

The Parks Division Director should be a leader and visionary who will shape the future of Kansas State Parks. This pivotal role combines strategic leadership and administrative excellence to direct the statewide Kansas State Parks system.

They will be skilled at bringing people together, developing staff, and fostering a culture of collaboration and innovation among park staff. The Parks Division Director will also maintain strong relationships with external stakeholders, including other governmental agencies, the Kansas Wildlife and Parks Commission, and constituent groups representing wildlife and park interests.

Key Responsibilities:

- Direct the statewide operations of the Kansas State Parks system to ensure sustainability and operational excellence.
- Develop and implement strategic plans including capital improvement plans, Statewide Comprehensive Outdoor Recreation Plans, land-use and facility plans, safety plans, and more.
- Ensure strict compliance with fiscal policies, rules, directives, and guidelines throughout the Parks Division.
- Serve on agency leadership teams and contribute to policy development, strategic decision-making, and interdepartmental coordination.
- Navigate legislative and regulatory processes to support the Parks Division's goals and effective operations.
- Identify, pursue, and secure funding opportunities including grants, partnerships, user fees, and budget allocations.
- Supervise, evaluate, and maintain accountability for a team of regional supervisors and support staff, ensuring all Parks Division staff are equipped to perform their duties while actively engaging with the public and providing an exceptional visitor experience.
- Monitor emerging trends in park management, recreation, and conservation to maintain Kansas' position as a leader in state parks.

Benefits:

- **Salary:** Annual salary range of \$87,500–\$97,500, commensurate with education and experience.
- **Health and other Insurance:** Immediate group health, dental and vision coverage and life insurance coverage.
- **Retirement and Options:** Retirement plan and optional deferred compensation.
- **Paid Leave:** Holidays, sick leave, vacation leave, and parental leave.

Minimum Requirements:

- A bachelor's degree in park and recreation management, natural resource management, or a related field as determined by the Department.
- Four years of related work experience (education may be substituted for experience as determined relevant by the Department).
- Preferred experience in program administration, budget development, and staff management.
- A valid driver's license and the ability to pass a background check are required.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign** into your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

*****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time, please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – April 7, 2025

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.