



ST. TAMMANY PARISH
DEPARTMENT OF FINANCE
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Kevin Davis
Parish President

DATE: December 2, 2010
TO: Parish President and Department Heads
FROM: Sherri Mederos
SUBJECT: Positions Available

St. Tammany Parish has the following positions available. Parish employee's interested in applying should contact the Personnel Department at 898-2519 by the date shown on the attached announcements.

<u>POSITION</u>	<u>SALARY</u>	<u>LOCATION</u>
Camp Salmen Nature Park - Superintendent/Curator	\$34,495.50/yr	Camp Salmen Nature Park Slidell, La
Camp Salmen Nature Park- Caretaker/Park Ranger	\$17,433.00/yr	Camp Salmen Nature Park Slidell, La
Camp Salmen Nature Park - Park Ranger	\$7.61/per hour	Camp Salmen Nature Park Slidell, La

Please make this information available to all employees under your supervision and post attached in your office.

Sherri P Mederos

Sherri Mederos
Personnel Manager

SPM/blk

ST. TAMMANY PARISH GOVERNMENT

POSITION AVAILABLE



TITLE: Camp Salmen Nature Park – Superintendent / Curator

DESCRIPTION: The incumbent shall perform the duties and responsibilities associated with the position of Camp Salmen Superintendent / Curator. In addition thereto, all at the direction of the Park Manager the incumbent shall: 1) Assist the Park Manager with the design, construction oversight, and maintenance of all gardens, interpretive walking trails, boardwalks, and interpretive signs; 2) Selectively clear invasive vegetation according to the comprehensive invasive species study; 3) Restore the pine savannah landscape to a healthy state through scheduled prescribed fire conducted seasonally when conditions are optimal; 4) Coordinate with the appropriate fire department and the local community prior to scheduling prescribed burns; 5) Educate the public on the benefits and ecology of prescribed fire in a savannah landscape; 6) Assist the Park Manager in the development of future natural interpretive programming and in the implementation of the park master plan, 7) Direct Park Rangers in their daily duties; 8) Prepare park for tropical events and other severe weather related emergencies; 9) Additional regular duties may include but are not limited to overall grounds maintenance and upkeep, tree removal/planting, and supervision of Park Rangers or other Parish employees working on-site; 10) The incumbent will also perform other duties as assigned by the Park Manager and/or the Director of the Department of Environmental Services.

QUALIFICATIONS: Incumbent shall possess a Bachelor's Degree in Landscape Architecture from an accredited university. Five years or more experience in landscape design, layout, landscape construction and maintenance is preferred and may be substituted for a Bachelor's Degree in Landscape Architecture. Skilled operation of grounds keeping machinery (tractor, backhoe, and front-end loader) is preferred. Knowledge of local plant species, ecology, plant communities, and habitat is strongly preferred. The incumbent will possess or obtain the certification required for prescribed burning within a time frame of eighteen months after first day of employment. Must be available for varied schedules, rotating shifts and will be required to work on some weekends, holidays, and special events. Shall be available to work additional time during emergency situations. Must be able to meet and handle the public in a professional and courteous manner. Must possess good communication skills both verbal and written. Must be physically capable to perform heavy manual labor and possess a valid State of Louisiana Drivers License.

POSITION MEETING REQUIREMENTS: None

LOCATION: Camp Salmen Nature Park - Slidell, La

MINIMUM SALARY: \$34,495.50/Yr.

LAST DATE FOR CONSIDERATION: December 21, 2010

The Parish of St. Tammany is an Equal Opportunity-Affirmative Action Employer

ST. TAMMANY PARISH GOVERNMENT

POSITION AVAILABLE



TITLE: Camp Salmen Nature Park Caretaker / Park Ranger

DESCRIPTION: : The incumbent shall perform the duties and responsibilities associated with the position of Camp Salmen Caretaker/ Park Ranger. In addition thereto, all at the direction of the Park Superintendent, under direction of the Park Manager the incumbent shall: 1) Reside on-site at the Caretaker's premises at Camp Salmen to provide security while the park is closed to the public; 2) Monitor users of Camp Salmen and enforce park rules and regulations if required; 3) Shall be responsible to notify 911 of any violation or injury which may occur at the park during operating hours and while park is closed to the public; 4) Will provide continued monitoring of Camp Salmen property during park operating hours and while park is closed to the public; 5) May be required to remove any debris or obstruction which may hinder park use; 6) Assist with directions and park information for patrons; 7) Perform basic administrative duties such as greeting users, answering telephone calls when not in the field, taking messages, and keeping a daily log of visitors; 8) Will be responsible to clean the restrooms and empty all trash receptacles located on park grounds; 9) Will be required to keep abreast of and adhere to all Parish policies, including but not limited to the Personnel Policies and Camp Salmen usage rules and regulations; 10) Prepare park for tropical events and other severe weather related emergencies; 11) Incumbent shall also perform other duties as may be required by the Park Manager, Park Superintendent and the Director of the Department of Environmental Services.

QUALIFICATIONS: Incumbent shall possess a High School diploma or equal. Prior experience in dealing with the general public is strongly preferred. Prior Ranger experience or experience in law enforcement or emergency response is preferred. Computer experience is preferred. Must be available for varied schedules, rotating shifts and will be required to work on weekends, holidays, and special events. Shall be available to work additional time during emergency situations. Must be able to meet and handle the public in a professional and courteous manner. Must be physically capable to perform daily functions of the Camp Salmen Nature Park (i.e. walking, use of golf cart or ATV, etc.). Must possess good communication skills both verbal and written. Must be able to read and write the English language. Must be able to lift a minimum of thirty pounds and must be twenty-five years or older and possess a valid State of Louisiana Drivers License. Incumbent shall be required to obtain property and liability

insurance, with St. Tammany Parish Government named as additional insured prior to the end of the ninety day Parish standard probationary period.

POSITION MEETING REQUIREMENTS: None

LOCATION: Camp Salmen Nature Park - Slidell, La

MINIMUM SALARY: \$17,433.00/Yr.

LAST DATE FOR CONSIDERATION: December 21, 2010

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ST. TAMMANY PARISH GOVERNMENT

POSITION AVAILABLE



TITLE: Camp Salmen Nature Park Ranger

DESCRIPTION: The incumbent shall perform the duties and responsibilities associated with the position of Camp Salmen Park Ranger. In addition thereto, all at the direction of the Park Superintendent, under direction of the Park Manager the incumbent shall:

1) Monitor users of Camp Salmen and enforce park rules and regulations if required; 2) Shall be responsible to notify 911 of any violation or injury which may occur at the park during operating hours; 3) May be required to remove any debris or obstruction which may hinder park use; 4) Assist with directions and park information for patrons; 5) Perform basic administrative duties such as greeting users, answering telephone calls when not in the field, taking messages, and keeping a daily log of visitors; 6) Will be responsible to clean the restrooms and empty all trash receptacles located on park grounds; 7) Will be required to keep abreast of and adhere to all Parish policies, including but not limited to the Personnel Policies and Camp Salmen usage rules and regulations; 8) Incumbent shall also perform other duties as may be required by the Park Manager, Park Superintendent and the Director of the Department of Environmental Services.

QUALIFICATIONS: Incumbent shall possess a High School diploma or equal. Prior experience in dealing with the general public is strongly preferred. Prior Ranger experience or experience in law enforcement or emergency response is preferred. Computer experience is preferred. Must be available for varied schedules, rotating shifts and will be required to work on weekends, holidays, and special events. Shall be available to work additional time during emergency situations. Must be able to meet and handle the public in a professional and courteous manner. Must be physically capable to perform daily functions of the Camp Salmen Nature Park (i.e. walking, use of golf cart or ATV, etc.). Must possess good communication skills both verbal and written. Must be able to read and write the English language. Must be able to lift a minimum of thirty pounds and must be eighteen years or older and possess a valid State of Louisiana Drivers License.

POSITION MEETING REQUIREMENTS: None

LOCATION: Camp Salmen Nature Park - Slidell, La

MINIMUM SALARY: \$7.61/per hour

LAST DATE FOR CONSIDERATION: December 21, 2010

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