



KAY IVEY
GOVERNOR

CHRISTOPHER M. BLANKENSHIP
COMMISSIONER

EDWARD F. POOLOS
DEPUTY COMMISSIONER

Weeks Bay Reserve
Coastal Section
Alabama State Lands
Division

Department of Conservation and Natural Resources



PATRICIA POWELL MCCURDY
DIRECTOR
STATE LANDS DIVISION

HANK BURCH
ASSISTANT DIRECTOR

ANGELA UNDERWOOD
RESERVE MANAGER

Position Title: Resort Worker

Location: Weeks Bay Reserve

Employer: AL Department of Conservation and Natural Resources, Lands Division

Posting Period: April 1, 2022 – open until filled

The Alabama Department of Conservation and Natural Resources, State Lands Division, seeks to hire a Resort Worker to support visitor experiences and event coordination at Weeks Bay Reserve, in Fairhope, Alabama. To learn more about this facility, please visit www.weeksbayreserve.com.

CLASSIFICATION INFORMATION

The Resort Worker classification is a position used by ADCNR and involves the performance of a broad variety of assignments associated with the operation of state facilities. The employee in this class at Weeks Bay Reserve will work to support the operations of the Weeks Bay Reserve Visitor Center, Dormitory, and the Weeks Bay Reserve Resource Center. As an initial point of public contact for the Reserve, it is important that this employee treats all visitors with kindness and respect at all times. Work is typically Monday-Friday 8am-5pm, but may involve evenings, weekends, and holidays as needed.

SALARY & BENEFITS

Pay Grade: 46 (\$878.50 - \$1,241.60, Semi-monthly) This is a full time, salaried position. This classification *does not* receive Merit System benefits. It does receive thirteen paid holidays each year, accrued annual and sick leave, Health/Dental Insurance benefits, and Retirement Benefits. Regulations pertaining to salary and benefits are governed by State Personnel and cannot be negotiated.

REQUIRED EDUCATION AND EXPERIENCE

- Must possess a high school diploma.
- As an entry level position, prior customer service or outreach experience is not required, but is preferred.

A Component of the National Estuarine Research Reserve System
11300 U.S. Highway 98 - Fairhope, Alabama 36532 - Phone: (251) 928-9792 - Fax: (251) 928-1792

The Department of Conservation and Natural Resources does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, pregnancy, genetic information or veteran status in its hiring or employment practices nor in admission to, access to, or operations of its programs, services, or activities.



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GENERAL JOB RESPONSIBILITIES/SKILLS

- Works to ensure positive visitor experiences in the Weeks Bay Visitor Center. Answers phone, directs calls, greets visitors, and orients visitors to exhibits and trails.
- Coordinates the use of the Weeks Bay Resource Center and Dormitory, including scheduling, setup, and breakdown for events. Administers facility usage agreements with Renters and ensures adherence to facility usage policies.
- Provides support with exhibit upkeep, signage, and audiovisual systems.
- Supports education staff, as needed, with K-12 and adult education programs, including field trips and outreach events.
- Provides support to other areas and programs of the facility as needed.
- MUST be computer proficient and familiar with Microsoft Office.
- Physical labor is involved, including minor housekeeping, field support, and moving of displays, tables, and chairs up to 50 lbs.
- Assists Reserve Manager and Administrative Assistant with office work, including copying and filing papers, purchasing and payment processing, preparing materials for meetings or outreach programs, and keeping the Visitor Center and Resource Center tidy and presentable between cleanings.
- Other duties may be assigned by supervisor in support of facility operations.

HOW TO APPLY

- Complete a State of Alabama Application. A copy of the form is attached below or can be picked up at the Weeks Bay Reserve or any Alabama Career Center Office.
- Mail the completed Application
Weeks Bay Reserve
Attn: Angela Underwood, Manager
11300 US Hwy 98
Fairhope, AL 36532

The completed form may also be emailed to Angela.Underwood@dcnr.alabama.gov or dropped at the facility during office hours, Mon-Sat, 9am-5pm. You may also include a current resume.

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General Instructions

A SEPARATE APPLICATION IS REQUIRED FOR EACH JOB. Do not write in shaded areas. Complete all parts of the application. Applications not properly completed will be returned. Photocopied and facsimile applications will be accepted.

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Job Title of Examination (one per application):**Option (if applicable):**

Race (check one) ☐ White ☐ Black ☐ Hispanic ☐ Asian ☐ Native Hawaiian or Pacific Islander ☐ American Indian or Alaskan Native
☐ Two or More Races ☐ Do Not Wish to Respond

LC

[illegible]

License/Certificate Issued By	Field/Trade/Specialization	License/Certificate No.	Issue Date	Expiration Date
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LIST COURSES SUCCESSFULLY COMPLETED (AND HOURS EARNED) WHICH ARE PARTICULARLY RELATED TO POSITION (attach additional sheets, if needed)

I hereby certify, under penalty of perjury, that all statements on or attached to this application are true, correct, and complete. I further agree and understand that any false or deceptive information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the State of Alabama and may prohibit me from being considered for future employment. I understand that all information on this application is subject to verification, and I consent to criminal history background, military service, and employment checks. I agree to allow my employer/prospective employer to receive a copy of my Alabama Background Check report through ALEA. If employed, I agree to electronic deposits of my payroll check and other state payments; and consistent with applicable laws, to receive compensatory time off in lieu of overtime compensation for any overtime hours worked. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Signature **Date**

Your name may be removed from an employment register for any disqualifying reason.

AN EQUAL OPPORTUNITY EMPLOYER

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

2. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year	TO Month Year	Total Months Worked	Number of Hours Per Week	Beginning Salary		Ending Salary
_____	_____	_____	_____	\$ _____ Per _____		\$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

3. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year	TO Month Year	Total Months Worked	Number of Hours Per Week	Beginning Salary		Ending Salary
_____	_____	_____	_____	\$ _____ Per _____		\$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

4. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year	TO Month Year	Total Months Worked	Number of Hours Per Week	Beginning Salary		Ending Salary
_____	_____	_____	_____	\$ _____ Per _____		\$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

5. USING THE ABOVE FORMAT, SHOW OTHER EXPERIENCE BY USING ADDITIONAL SHEETS.

ENTER ALL NINE DIGITS OF SOCIAL SECURITY NUMBER: _____ - _____ - _____

COMPLETE THIS SECTION IF YOU ARE CLAIMING VETERAN'S PREFERENCE

If you claim Veteran's Preference, check the type below. Attach copies **(which will not be returned)** of the required documents to your application to support your claim.

- 1 () Veteran (5 points) - Requires DD214 or document showing dates of service and type of discharge. **If this has been submitted previously and is on file with this office, you may disregard this requirement. Note: Must be active duty for other than training purposes.**
- 2 () Disabled Veteran (10 points) - Requires DD214 or other document as above and letter of disability from V.A. dated within last 6 months. **V.A. letter must be kept updated until register is established or you lose the extra 5 points.**
- 3 () Deceased Veteran's spouse (10 points) - Requires DD214 or other document as above and marriage and death certificates. Cannot be claimed if spouse remarries.
- 4 () Disabled Veteran's spouse (10 points) - Requires DD214 or other document as above and V.A. letter of disability dated within last 6 months. Cannot be claimed unless still married to disabled veteran who because of this disability is not themselves qualified.
- 5 () Permanently Disabled Veteran (10 points) - Requires DD214 or other document as above indicating veteran is permanently disabled or DD214 or other document and V.A. letter indicating permanent disability.

COMPLETE THIS SECTION IN ORDER TO BE SCHEDULED FOR WRITTEN EXAMS

Written exams will be given in the places below for which a sufficient number of applicants express preference. Indicate by number your 1st, 2nd and 3rd choices.

- 3 () Birmingham 6 () Jacksonville 9 () Montgomery 11 () Florence 13 () Huntsville
- 5 () Dothan 8 () Mobile 12 () Tuscaloosa 14 () Troy 15 () Auburn

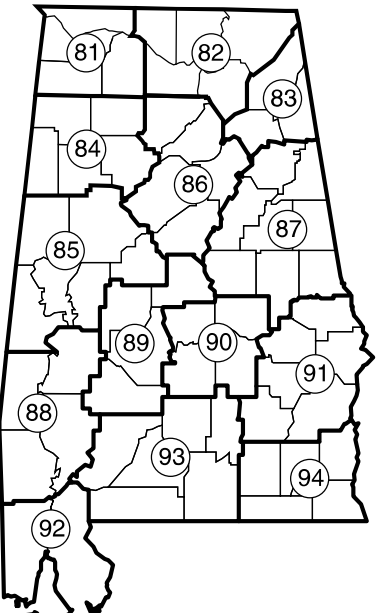
If you qualify, you will receive a notice showing the place and time you are to report for the exam.

Where did you learn of this job? (check all that apply)

- 1 () State Career Center 5 () Friend/Relative 9 () Legislative Representative 13 () TV/Radio Commercial
- 2 () Job Announcement Notice 6 () Dept. News Bulletin 10 () State Recruiter / Counselor 14 () State Personnel Dept. Website
- 3 () Newspaper 7 () Rehabilitation Services 11 () State Personnel Dept. Information Board 15 () Other Website
- 4 () College Placement/Career Office 8 () High School Counselor 12 () Outreach Program (i.e. Church) 16 () Other _____

AVAILABILITY

81 - Northwest Alabama 17 Colbert 30 Franklin 39 Lauderdale 40 Lawrence	84 - Jasper/ Winfield Area 29 Fayette 38 Lamar 47 Marion 64 Walker 67 Winston	87 - East Central Alabama 08 Calhoun 09 Chambers 14 Clay 15 Cleburne 19 Coosa 56 Randolph 61 Talladega 62 Tallapoosa	90 - Montgomery Area 01 Autauga 26 Elmore 43 Lowndes 51 Montgomery	93 - South Central Alabama 07 Butler 18 Conecuh 20 Covington 21 Crenshaw 27 Escambia 50 Monroe
82 - Huntsville/ Decatur Area 36 Jackson 42 Limestone 45 Madison 48 Marshall 52 Morgan	85 - Tuscaloosa Area 04 Bibb 32 Greene 33 Hale 54 Pickens 60 Sumter 63 Tuscaloosa	88 - Southwest Alabama 12 Choctaw 13 Clarke 46 Marengo 65 Washington	91 - Phenix City Troy Area 03 Barbour 06 Bullock 41 Lee 44 Macon 55 Pike 57 Russell	94 - Dothan Area 16 Coffee 23 Dale 31 Geneva 34 Henry 35 Houston
83 - Northeast Alabama 10 Cherokee 25 Dekalb 28 Etowah	86 - Birmingham Area 05 Blount 22 Cullman 37 Jefferson 58 Shelby 59 St. Clair	89 - Selma/Clanton Area 11 Chilton 24 Dallas 53 Perry 66 Wilcox	92 - Mobile Area 02 Baldwin 49 Mobile	95 - Statewide (You will be considered for vacancies through- out the state. Relocation may be necessary)



Please answer the following questions with care. List in the spaces provided those areas of the state in which you would accept employment. You will be considered for employment only in the locations you indicate. You may choose a combination of up to seven counties and/or regions from the list above. If you list a region, you will be considered available for all counties in that region. The counties in each region are listed alphabetically below the region. You will not be considered for jobs involving overnight travel or shift work unless you so indicate.

List the numbers of up to 7 counties and/or regions where you are willing to work _____

Enter the earliest date you will be available to interview for employment. (Your name will not appear on a list of eligibles until this date.) _____

Will you accept work involving overnight travel? () Yes () No

Will you accept part-time work? () Yes () No

Month Day Year

Will you accept temporary work? () Yes () No

Will you accept conditional work? () Yes () No

Which shifts are you willing to work? 0. () all shifts 1. () 1st only 2. () 2nd only 3. () 3rd only 4. () 1st and 2nd only 5. () 1st and 3rd only 6. () 2nd and 3rd only

NOTE: Your name will be placed on inactive status for this class after declining three offers of employment consideration or failing to reply to an agency's inquiry concerning your availability. Your name may be restored to the active register by written request.