

Assistant Property Manager LaSalle Fish and Wildlife Area

Date Posted: Sep 23, 2025

Requisition ID: 459775

Location: Lake Village, IN, US, 46349

#### Work for Indiana

Begin a fulfilling career with the State of Indiana by joining one of the largest employers in the state, offering a range of opportunities across 60+ agencies. At the state, you'll find competitive compensation, a robust benefits package and a commitment to work-life balance. Most importantly, you'll have the chance to make a real and measurable impact on the lives of Hoosiers across Indiana.

#### About the Department of Natural Resources (DNR):

The Indiana Department of Natural Resources protects, enhances, preserves, and wisely uses natural, cultural, and recreational resources for the benefit of Indiana's citizens through professional leadership, management, and education. DNR Fish & Wildlife enriches the quality of life for present and future generations by balancing the biological, ecological, recreational, and economic benefits of Indiana's fish, wildlife, and their habitats.

#### Role Overview:

This position is responsible for managing LaSalle FWA and its satellite properties that total over 6,000 acres. The position is necessary for assisting in managing equipment/vehicle maintenance on the property, helping to write up and coordinate contracted projects, coordinating work with laborers, helping coordinate prescribed burns, being on call to respond to emergencies, running draws for waterfowl/deer/turkey, and coordinating over 2,000 acres of habitat work associated with wetlands, grasslands, and forests.

#### Salary Statement:

The salary for this position traditionally starts at \$47,320.00 but may be commensurate with education or work experience.

#### A Day in the Life:

The essential functions of this role are as follows:

Responsible for overseeing daily operations of a small DNR property in the absence of and in coordination with the property manager.

Assist with planning, coordinating, implementing, and directing the natural resource management, cultural/historic resource management, fish & wildlife management, fish culture, and/or forest management practices and procedures.

Assist with the planning, coordinating, implementing, and directing public use activities on the property.

Assist in the development, implementation and tracking of a biennial budget and administrates operating, preventive maintenance and rehabilitation funds to facilitate operations under direction of the property manager.

Direct and monitor construction, maintenance and repair projects using both in-house, temporary and contract labor.

May be responsible for, upon receiving direction from the property manager or other division management, reporting, directing, monitoring, reconciling and reporting revenue and fee collection(s), donations, change funds, resale accounts, etc.

May assist the property manager or other division management with operation of a camping program that might include multiple types of camping, campgrounds and / or a large number of camp sites. Responsibilities include sales, revenue collection, central reservation system operation and troubleshooting, customer service, entrance control, and visitor services.

Represent the property and department with local partnerships and organizations by attending meetings and events that benefit the facility both in cooperation with the property manager and as the manager's proxy.

Assist with overseeing and evaluating interpretive services including naturalist, educational programming and general programming for visitors, school groups and off-site locations on natural and cultural history, display development and maintenance of interpretive signage, and operations of a visitor center.

Required to serve in on call status for emergency response.

Monitor security and safety operations provided by property personnel and makes decisions on when law enforcement and/or other emergency services are required in conjunction with or in the absence of the property manager.

Ensure the safe operation and maintenance of heavy vehicles, heavy equipment, light trucks and cars, commercial mowing equipment, farm equipment, power equipment and hand tools.

Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.

Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

This position is exempt from overtime compensation for additional work hours which may be required to complete essential functions or other assigned work. Exempt employees may work more than 75 hours in a pay period without additional compensation and must report a minimum of 75 hours per pay period of work hours and/or paid leave taken to receive their base biweekly salary.

#### What You'll Need for Success:

You must meet the following requirements to be considered for employment:

Must possess a Bachelor's degree in Natural Resources, Fish & Wildlife Management, Forestry, Biology, Business, Administration, Recreation, or a closely related field.

Be willing to travel with reasonable accommodation.

Required to live onsite when housing is available

Required to be "on call" 24 hours a day.

Working knowledge of best practices in regards to resource management.

Ability to hire, direct, train, develop, motivate, discipline and evaluate a diverse range of employees with varying levels of skill to meet operational demands.

Ability to communicate effectively with superiors, staff, visitors, customers, media, special interest groups, vendors and other governmental agencies to promote department and division goals, satisfy needs of the organization, and to present a positive public image.

Working knowledge of current and historical construction methods, construction management and construction industry standards to include: excavating, aggregate, concrete, carpentry (framing through finish), electrical, plumbing, HVAC, code compliance and safety, etc.

Working knowledge and ability to supervise the operation, maintenance and repair of construction equipment, commercial mowing equipment, light trucks and sedans, power and hand tools.

Working knowledge of and the ability to apply the principles of recreation management, forestry, and fish & wildlife science to meet goals and objectives.

Ability to work independently with minimal supervision in directing property operations according to established guidelines.

Possess organizational skills in planning and coordinating a variety of projects simultaneously.

Ability to maintain strict adherence to confidential requests, especially when dealing with personnel issues.

Ability to delegate work, set clear direction, and manage workflow.

Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

Able to perform essential functions with or without reasonable accommodation.

#### Supervisory Responsibilities/Direct Reports:

This role may provide direct supervision for one or more staff members.

#### Benefits of Employment with the State of Indiana:

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

Three (3) medical plan options (including RX coverage) as well as vision and dental plans

Wellness Rewards Program: Complete wellness activities to earn gift card rewards

Health savings account, which includes bi-weekly state contribution

Deferred compensation 457(b) account (similar to 401(k) plan) with employer match

Two (2) fully-funded pension plan options

A robust, comprehensive program of leave policies covering a variety of employee needs, including but not limited to:

150 hours of paid New Parent Leave and up to eight weeks of paid Childbirth Recovery Leave for eligible mothers

Up to 15 hours of paid community service leave

Combined 180 hours of paid vacation, personal, and sick leave time off

12 paid holidays, 14 on election years

Education Reimbursement Program

Group life insurance

Referral Bonus program

Employee assistance program that allows for covered behavioral health visits

Qualified employer for the Public Service Loan Forgiveness Program

Free Parking for most positions

Free LinkedIn Learning access

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Reasonable accommodations may be available to enable individuals with disabilities to complete the application and interview process as well as perform the essential functions of a role. If you require reasonable accommodations to complete this application, you can request assistance by contacting the Indiana State Personnel Department at [jobs@spd.IN.gov](mailto:jobs@spd.IN.gov).