



POSITION DESCRIPTION

Title:	Outdoor Recreation Manager (Public Lands)	Department:	Town Manager
Type:	Regular	FLSA Status:	Exempt
Pay Range:	M/109	Current:	10/2021

DEFINITION

To manage, supervise, and coordinate the activities of the Town's Office of Outdoor Recreation. Assignments involve a high degree of judgment, resourcefulness, leadership skills, and expert problem-solving abilities in working with programs, projects and policies across federal, state, and local agencies focused on outdoor recreation program development, implementation, and management on or interfacing with federal or other jurisdictional lands. Work assignments involve a high degree of complexity and coordination with public and private partners. The position is required to independently solve diverse and difficult problems, and prepare recommendations for programs, policies, projects, funding and to address controversial and/or critical issues on federal and other non-town public lands. Work programs include soft-surface trail maintenance and construction under USFS permits, coordination of environmental analysis, coordination of infrastructure projects, addressing land tenure issues and providing technical leadership, staff coordination, review, and consultation on projects, initiating and/or recommending policies, program procedures, and standards to be followed and interface with agency representatives. Collaborate with federal land managers on the Town's vision to provide a diversity of outdoor recreational experiences which support rural economies and enhance area quality of life.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Town Manager. Exercises direct and indirect supervision over assigned professional, technical, administrative staff and part-time staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Assist in budget development for the Office of Outdoor Recreation.
- Manage and participate in the design, preparation, and distribution of publicity such as press releases, flyers, social media, and print materials.
- Participate on a variety of Town, community, regional, and state committees or working groups, attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public lands management.
- Serve as the primary staff resource providing leadership and administrative support to assigned non-profit(s), including contract development and oversight, work program coordination and related support. Assist in the preparation and coordination of grant writing, fundraising, donation, and sponsorship activities.

- Prepare recommendations for policy development on matters related to federal, state and other agencies' land management proposed actions.
- Coordinate with town management on planning, environmental analysis, permitting and implementation of related projects and work programs on public lands.
- Serves as a liaison with community leaders, federal, state, and local agency officials regarding outdoor recreation objectives and policies on federal lands including fire management, vegetation/watershed restoration, resource protection, recreational uses, amenity improvements and related matters.
- Represent the Town in various interagency cooperative committees, task forces, or other joint agency committees to provide and receive information on planned courses of action and project decisions.
- Serves as program manager of a major phase(s) of project development including coordination of federal permitting and environmental processes with Town and federal agency staff.
- Oversee the ongoing implementation and operational plans for approved USFS special use permits.
- Manages priorities and directs the preparation of information, studies, and operational guidelines for construction and maintenance of multi-use trail system in collaboration with Trails Manager.
- Serves as an expert advisor and technical specialist in maintaining and expanding diverse recreational program areas including water oriented recreational activities, such as boating, fishing and other water activities, hiking, sightseeing, mountain biking, and use of off-road vehicles, such as snowmobiles, other motorized vehicles.
- Serves as an expert advisor and technical specialist related to the overall implementation of federal agency land management plans.
- Engage with federal, state, and local agencies, and other stakeholders on the review and support for the implementation of sustainable forest management practices to reduce the threat of catastrophic wildfire and to provide healthy forests.
- Engage with federal and local agencies on the disposition of land for public purposes such as: provision of community housing; expanded recreational opportunities; improvement of town operations, such as snow management; fuels reduction plans; air service including firefighting capacity; and maintenance of existing recreational amenities.
- Review proposed legislation, regulations and policies and provides official comments to be submitted by the Town.
- Manage federal land use applications, renewal and updating of agreements, contracts special use permits and operating plans.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures and best practices for developing, coordinating, operating, and implementing recreational related amenities on federal lands.

- Organizational and management practices as applied to the analysis and evaluation of outdoor recreational programs, policies, and operational needs.
- Principles of supervision, training, and performance evaluation of employees.
- Occupational hazards and standard safety precautions.
- Customer service best practices, both internal and external.
- Fund accounting and budgeting practices.
- Research methods and report preparation.
- Pertinent federal, state and local laws, codes, and regulations.
- Federal permitting, planning, and project development processes.
- NEPA (Environmental) requirements and processes.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff and volunteers, delegate authority and responsibility and select, supervise, train, and evaluate staff.
- Communicate clearly and concisely, both orally, electronically, and in writing.
- Coordinate multiple concurrent projects, work under pressure, and meet deadlines with limited supervision.
- Understand and carry out oral and written directions in accordance with established timelines.
- Maintain confidentiality of work performed and information received.
- Operate and use modern office equipment, including computer equipment.
- Compile and maintain records; prepare technical, specific, and routine reports.
- Work independently in the absence of supervision.
- Operate programs within allocated budget.
- Work an irregular schedule, including nights, weekends, and holidays, when necessary.
- Monitor program compliance with related laws and regulations.
- Maintain cooperative working relations with those engaged in the course of work.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.
- Supervise employees and volunteers
- Develop budgets and administration financial resources

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree in study areas of forestry and forest management, environmental natural sciences, natural resource management, and business or public administration with course work in related field, degree program.

Experience:

Six years of experience in positions with increasing responsibility working with or in federal land management agency(s) or private/public agency experience working with federal land managers in project review and development, permitting of public and private work, and community collaboration. A minimum of three years of supervisory experience of employees and/or volunteers.

Licenses:

Possession of, or ability to obtain within the state required timeframe, a valid State of California Class C driver's license with an acceptable driving record and must pass an appropriate background check prior to the hire date. Possession.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software and recreation software, telephone, smart phone, calculator, copy machine, fax machine, and automobile. Recreation equipment is also used regularly. Use of hand tools such rakes, shovels, pike, etc. required for assisting in project work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands and fingers to handle, grasp, squeeze, or feel to operate or manipulate objects, tools, or controls, and this will regularly involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders to reach with hands and arms and is continuously required to stand, walk, talk, hear, and smell. Sitting, walking, or standing may be required for up to eight hours a day. The employee is frequently required to bend, twist, balance, stoop, kneel, crouch/squat or crawl. Frequent operation of motor vehicles and foot pedals is required. Walking on uneven surfaces is frequently required and climbing stairs/ladders as well as walking on even surfaces is frequently required.

The employee is required to frequently lift and/or pull or push up to 25 pounds, and occasionally lift and/or push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to relate to others and participate in team or group activities, advise, counsel, influence, lead, train or give instruction, and work independently. Employee is expected to regularly interact with the public and other public agency officials.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes both office setting with associated noise from office equipment, building HVAC, customers, and other employees and outside work. Work is performed in both office and field settings. Frequent outdoor work is required for recreation activities. While performing the duties of this job, the employee occasionally works and drives in outside weather conditions, which may include extreme heat or cold, windy and other wintery conditions and occasional excessive noise where proper hearing protection will be provided, if required and hiking/walking to assess outdoor areas.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is classified as a “Mandated Child Abuse and Neglect Reporter” and is subject to the Town’s Mandated Child Abuse and Neglect Reporting policy.

Received and reviewed by:

Employee Signature

Date