



Grand County

Job Description

Title:	Sand Flats Assistant Director/Operations	Job Code:	2510
Division:	Administration/Operations	Effective Date:	09/2017
Department:	Sand Flats Recreation Area	Last Revised:	

GENERAL PURPOSE

Performs a variety of **supervisory and administrative support duties** related to the coordinating various recreation operations; undertakes tasks designed to protect and maintain the natural and cultural resources of the Sand Flats Recreation Area. Oversees the recruitment, selection, training, scheduling and evaluation of the High School Apprenticeship program and assists in the selection, direction and training of seasonal staff and volunteers. Coordinates the overall office and booth operations.

SUPERVISION RECEIVED

Works under the close to general supervision of the Sand Flats Director.

SUPERVISION EXERCISED

Provides immediate supervision to Recreation Apprentice and close to general supervision to Recreation Technician(s) I, II and Lead. Provides immediate supervision to adult and/or youth volunteers.

ESSENTIAL FUNCTIONS

Management & Administration: Directs and performs the recruitment, selection, training, scheduling and evaluations for the High School Apprenticeship program.

Assists with writing and editing of reports, correspondences, educational information for brochures website and kiosk displays, press releases and interpretive information.

Assists BLM with monitoring of commercial outfitters, events, and filming permit compliance at the Sand Flats Recreation Area.

Monitors operational supplies, equipment and materials; initiates purchases.

Organizes and maintains photo logs, incident reports, filing system and library

Personnel/Staffing Management: Coordinates and directs staff training in the areas of public contact skills, field and facility operations, safety practices and appropriate money handling procedures.

Manages and monitors employee performance; evaluates and makes recommendations effecting retention, advancement, discipline and termination.

Operations: Operates fee booth and performs remits and bank deposits.

Directs organization and cleaning of office building and entrance booth.

Assists in design and purchase of uniforms; directs uniform checkout and care.

Visitor/Public Service: Informs and educates a variety of user groups including bicyclists, motorcyclists, hikers, four-wheel drive and all-terrain vehicle users and campers about appropriate recreational use of the Sand Flats Recreation Area.

Performs campground compliance patrols and field fee collection; performs backcountry patrols of all routes and trails on foot, in vehicles or on bicycle; contacts and works with law enforcement agencies and search and rescue personnel as needed.

Provides accurate information about Sand Flats Recreation Area including natural history, orientation, public lands management and regulations.

Facilities & Maintenance: Assists in installation and maintenance of visitor facilities including campgrounds, toilets, information kiosks, signs, fences and trails.

Performs land management projects such as vegetative restoration, transplanting and long term monitoring.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation management, natural resource management or administration or closely related field;

AND

B. Two (2) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of working in a Recreation Area setting; basic workplace safety practices and the safe use of basic tools and protective equipment; safe driving practices; use of computers and software applications that include Microsoft Excel, Word and Outlook; basic interpersonal communication practices and public relations; general facilities security methods, processes and procedures.

Skill in interpersonal communications and conflict resolution; art of diplomacy, cooperative problem solving and public relations; leadership; working with youth; customer service; basic math and money handling; writing and editing; desk top publishing, use of office equipment including video cameras, phone systems and two-way radio equipment; use of computers, programs and planning tools; organization and multi-tasking; working as part of a team; basic maintenance and construction; outdoor safety; basic mechanical knowledge of vehicles.

Ability to work in a fee booth alone or with others under sometimes stressful conditions; provide excellent customer service while accurately handling money; communicate effectively with the public; provide supervision and guidance to high school apprentices; actively recruit applicants for the high school apprenticeship program; perform campground patrols checking for compliance and working with law enforcement as needed; perform backcountry patrols in a safe and efficient manner; operate OHV's in backcountry setting; perform and occasionally direct general maintenance helping to keep the area clean and safe; properly use and maintain basic tools and equipment; lead volunteer work crews; balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; be self-motivated and work independently; follow established Sand Flats Recreation Area and County Policies and Procedures; undertake and train employees in the use of hand and power tools as used in small scale construction projects, patrol procedures, safety and emergency procedures and visitor services; establish effective working relationships with co-workers, supervisors, public safety personnel and the general public.

3. Special Qualifications:

Must be at least 21 years of age.

Must have Basic First Aid and CPR certification or ability to obtain within one month of hire.

Must possess a valid Utah Driver's license.

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

4. Work Environment:

Performs manual work, work with medium to heavy weights with frequent pushing, pulling, lifting and or carrying that may be in difficult positions, must be able to bend, reach, push, pull squat climb, grasp, must be able to lift a least 50 pounds. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; potential exposure to biohazards- biological waste and garbage in toilet areas, fire rings and campgrounds; works a varied work schedule including holidays, weekends, split shifts and evenings. May be stressful, busy and fast paced, with extensive public contact.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)