



# Grand County

## Job Description

<b>Title:</b>	Sand Flats Director	<b>Job Code:</b>	2500
<b>Division:</b>	Administration	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Sand Flats Recreation Area	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **managerial and administrative duties** related to the planning, organizing, directing and controlling recreation operations in compliance with the Memorandum of Understanding between the Bureau of Land Management and Grand County and the Cooperative Management Agreement ensuring public safety, resource protection, recreation management and facility maintenance.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Council Administrator.

### SUPERVISION EXERCISED

Provides close to general supervision to Assistant Director(s) and Recreation Technician(s) Apprentice, I, II and Lead.

### ESSENTIAL FUNCTIONS

**Management & Administration:** Directs the negotiation and implementation of various agreements required to achieve program goals; coordinates presentations and meetings with County Administration, Grand County Council, Stewardship Committee and the BLM; coordinates operation activities with appropriate BLM staff, other Grand County departments and local organizations.

Conducts the Sand Flats Recreation Area Management Program in compliance with all applicable laws and regulations including Grand County and BLM policies, procedures and ordinances; assists BLM with monitoring of commercial outfitters, events and filming permit compliance at the Sand Flats Recreation Area.

Facilitates the acquisition of easements, working with private landowners and the School & Institutional Trust Lands Association (SITLA), securing access for Sand Flats trails.

Serves as the principal staff liaison to the Sand Flats Recreation Area Stewardship Committee, and Chairs the meetings; collaborates, communicates and cooperates with the Stewardship Committee according to Grand County Board policies and procedures; including preparation of meeting agenda and packets.

**Financial/Fiscal Administration:** Performs other duties necessary to obtain additional funds to meet the goals and objectives of the program; prepares an annual budget for review by the Grand County Council and Stewardship Committee; follows federal procedures to obtain approval for fee increases; manages all fee collection including booth, campground and field collection processes; monitors day to day expenditures and account coding.

Oversees various solicitations for services, products and materials ensuring compliance with state and county purchasing guidelines; prepares and administers the RFP/RFQ process.

**Personnel/Staffing Management:** Oversees the recruitment, selection, training, scheduling and evaluation of Assistant Director(s) and Recreation Technician(s) Apprentice, I, II and Lead.

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; conducts performance evaluations and makes recommendations effecting retention, advancement, discipline and termination.

**Operations:** Monitors, documents, and measures damage to facilities and public lands; oversees the campground reservation system.

**Marketing & Promotions:** Participates in public information and outreach efforts through media and community groups and speaking engagements.

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.

Manages and maintains the Sand Flats "brand"; updates all printed material, brochures, signage, interpretive works, website and Facebook accounts.

**Maintenance/Facilities Management:** Determine and directs the maintenance of recreational facilities; determines and directs the designs and installation of visitor facilities such as campground sites and associated facilities, trail and trailheads, revegetation projects, visitor information kiosks and fencing.

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. Four (4) years of progressively responsible managerial experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** methods and techniques of developing and operating recreation area and facilities; area natural history and recreational resources; public safety issues, precautions and best practices; principles of facility management; OSHA standards and practices applicable to county facilities; training and performance evaluations; use of computers and software applications that include Microsoft Excel, Word and Outlook; fiscal management and budget development; general office management and practices; business and technical writing; interpersonal communication skills; public relations. **Considerable knowledge of** principles of management, supervision and employee motivation; contract and agreement negotiating techniques and practices; basic accounting and record keeping procedures. **Working knowledge of** general facilities security methods, processes and procedures.

**Skill in** the art of diplomacy, cooperative problem solving and public relations; working with multiple agencies and departments; multi-tasking, prioritizing and delegating duties; use of office equipment including video cameras, phone systems and two-way radio equipment; use of computers, programs and planning tools; customer service and money handling; general maintenance and construction; outdoor safety.

**Ability to** manage complex programs; develop recreation and resource programs; use Microsoft Word and Excel; write grants; effectively manage staff and volunteers; communicate and represent the Sand Flats Recreation Area Management Program both verbal and written form; prepare financial reports and maintain financial accountability; 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 First Aid and CPR certification or ability to obtain.
- 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 in a variety of indoor and outdoor environments including working in extreme weather conditions. Tasks require variety of physical activities. Periodic walking, standing, sitting required in normal course of performing essential duties. Moderate pushing, pulling, reaching and bending is involved. Must be able to lift at least 35 pounds. Outside conditions may include 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, i.e., biological waste and garbage in toilet areas, fire rings and campground. Potentially stressful, busy and fast-paced work with extensive public contact. May work a varied schedule, which includes holidays evenings and weekends.

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**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)