



Grand County

Job Description

Title:	Director	Job Code:	3000
Division:	Active Transportation & Trails	Effective Date:	1/2025
Department:	Active Transportation & Trails	Last Revised:	12/2024

GENERAL PURPOSE

Performs a variety of supervisory and administrative duties related to the planning, organization, and coordination of various design, construction, and maintenance operations and education efforts related to active transportation and non-motorized trail systems, infrastructure, and associated programming in Grand County. Oversees active transportation and trail-related collaboration and coordination with Federal, State, and local land management and government agencies.

SUPERVISION RECEIVED

Works under the close to general supervision of the Associate Commission Administrator.

SUPERVISION EXERCISED

Provides close to general supervision to fulltime staff that include the Active Transportation and Trails Operations Coordinator, Responsible Recreation Coordinator, Healthy Trails Coordinator, and Lead Motorized Trail Ambassador. Provides close to general supervision to seasonal staff that include the Active Transportation Trail Technicians, Trail Ambassadors, and Volunteer Event and Business Outreach Coordinator. May provide immediate supervision to adult and/or youth volunteers.

ESSENTIAL FUNCTIONS

Management and Administration:

Directs the implementation of various agreements required to achieve program goals; coordinates presentations and meetings with County Administration and Grand County Commission, the Motorized Trail Committee, and the Grand County Trail Mix Advisory Committee and other Grand County Committees and Boards; coordinates presentations and meetings with partners such as Moab City Administration and City Council; coordinates operation activities with appropriate BLM staff, Forest Service staff, other Grand County departments, and other land management agencies and local organizations.

Manages all aspects of active transportation and non-motorized trail design, construction, maintenance, and coordination; recommends and implements guidelines and practices; Promotes and coordinates inter-agency cooperation and coordination related to active transportation and non-motorized trails.

Coordinates with Grand County Economic Development staff to manage Grand County's responsible recreation and outdoor recreation education programs; assists with responsible recreation messaging and content development, promotes and coordinates inter-agency cooperation and coordination related to education of outdoor recreationists in Grand County; oversees the Moab Trail Ambassador Program.

Coordinates in preparing, maintaining, updating, and implementing the County's Active Transportation and Non-Motorized Trails Master Plan, which includes visioning, gathering data, organizing technical and geospatial information, writing reports, and recommending goals and programs. Drafts and submits active transportation and trail-related project proposals to Federal, State, and local land management and government agencies.

Drafts and submits grant applications for active transportation, trail-related, and outdoor recreation education projects; administers and tracks progress of grant-funded projects.

Coordinates data management for Grand County trail GIS database and trail information.

Drafts requests for proposals (RFPs) and bid proposals for active transportation, trail-related, and outdoor recreation education projects.

Collaborates, communicates, and cooperates with the Grand County Trail Mix Committee; Works with Federal, State, and local land management and government agencies to monitor, mitigate, repair, and minimize trail-related impacts from special events.

Develops and manages education and outreach programs, trail infrastructure development, maintenance, and education volunteer programs, and volunteer projects.

Monitors industry and visitor use trends related to active transportation and non-motorized trails; monitors Federal and State

legislation related to active transportation and non-motorized trails.

Responds to public information requests related to active transportation and trails infrastructure, education, operations, and policies.

Reports on policies, trends, and issues that affect non-motorized trail infrastructure and operations to the County Commission.

Coordinates public outreach about department projects.

Financial/Fiscal Administration:

Performs 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 Budget Committee; monitors day-to-day expenditures and account coding; manages and tracks grants, Cost Share Agreements, and Interlocal Agreements.

Oversees various solicitations for services, products, and materials to ensure compliance with State and County purchasing guidelines; prepares and administers the RFP/RFQ process.

Field Work:

Supports the Active Transportation and Trail Operations Coordinator with: scouting, site visits, and trail design for proposed new projects; management of work sites; management of Trail Technicians and volunteers; and, performs a variety of technical fieldwork as necessary.

Supports the Responsible Recreation Program Coordinator with: site visits and management of Trail Ambassadors and volunteers.

Staffing & Personnel Management:

Oversees the recruitment, selection, training, scheduling, and evaluation of the Operations Coordinator, Responsible Recreation Coordinator, Healthy Trails Coordinator, Lead Trail Ambassador, Trail Technicians, Trail Ambassadors, and Volunteer Event and Business Outreach Coordinator. In conjunction with the Human Resource Director, recruits, hires, disciplines, and dismisses Department employees.

Coordinates or directs staff training in the areas of public contact and educational skills, field operations, and safety practices.

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

Assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment; establishes priorities for equipment repair and purchase; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, and leave records. Oversees the management of active transportation and trail-related contractors.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in recreation management, natural resource management, planning, transportation engineering or related field;
- AND
- B. Two (2) years of 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, especially involving public lands and trails; policies, procedures, and practices of local, state, and federal land management agencies; construction and building trades; 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, Outlook, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, and GIS; basic interpersonal communication practices and public relations; general facilities security methods, processes, and procedures.

Skill in interpersonal communications and conflict resolution; working as part of a team; leadership; personnel management and program administration; trail design, construction, and maintenance; outdoor safety; basic mechanical knowledge of vehicles; customer service; basic math and money handling; use of office equipment including phone systems and copy machines; use of computers, programs and planning tools; multi-tasking.

Ability to research relevant information; accurately communicate to the public and co-workers regarding trail-related plans, projects, and policies, both verbally and in writing; work effectively with County employees, volunteers, businesses and special event organizers; interface and coordinate with other government agencies; supervise daily work programs; supervise the compilation, analysis and preparation of trail-related reports; coordinate a variety of trail-related projects and programs; direct, motivate, develop, and evaluate subordinates; prepare and present budget estimates; operate personal computer and various software applications (word processing, spreadsheet, design, presentation, GIS); perform and occasionally direct general maintenance helping to keep the area clean and safe; properly use and maintain basic tools and equipment; use power tools, chainsaws, rock hammer/ drill; grip hoist and/or other technical trail building equipment; plan and carry out construction projects; lead volunteer work crews; direct adult and youth volunteers; hike and/or mountain bike long distances in challenging terrain and perform difficult physical labor in outdoor setting during all weather conditions; drive on 4x4 roads; camp near remote work sites.

3. Special Qualifications:

Must be at least 21 years of age.

Must possess a valid Driver's license.

Must complete a twelve (12) month introductory/probationary 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 and lift 50 pounds to waist level. 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; 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)