

## **OUTDOOR RECREATION MANAGER**

### **DEFINITION**

To coordinate engagement efforts between Mono County and federal Land Management Agencies (Inyo National Forest, Humboldt-Toiyabe National Forest, Bureau of Land Management), other state and local government and non-governmental agencies on short, medium, and long-term planning and implementation of projects, programs, and activities related to public lands recreation and resource protection. To facilitate, expedite, and enable efficient and productive inter-agency relationships between federal, state, county, municipal, and other non-agency partners.

### **DISTINGUISHING CHARACTERISTICS**

Mono County is looking for someone who is passionate about recreation in the Eastern Sierra and wants to have a significant impact on the sustainability of our local resources, quality of visitor experience, and quality of life for local residents. The ideal candidate will have a demonstrated background in planning and implementing recreational infrastructure projects and programs and fostering productive relationships with public lands managers and multiple stakeholders. The candidate must be flexible, motivated, self-driven, and have exemplary interpersonal skills.

### **REPORTS TO**

County Administrative Officer

### **CLASSIFICATIONS SUPERVISED**

Trail Steward (seasonal) positions

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Work with the U.S. Forest Service and Bureau of Land Management staff, and local government elected officials (as appropriate) to identify areas of need related to land management and recreation.

Coordinate inter-agency land management and recreation programs and projects with consideration for multiple agencies and partner's needs; identify and process agreements necessary for the coordination of such projects and programs.

Facilitate the application, issuance, renewal, and revision of agreements including but not limited to, special-use permits; encroachment permits; memorandums of understanding; cost-share agreements; licensing agreements; leases; and other related project specific (programmatic) documents, agreements, and operating plans.

Facilitate contract agreements to implement project activities with land management partners, other departments and divisions within Mono County, and contractors/sub-contractors of Mono County.

Represent Mono County, and other partners as appropriate at various public events and meetings related to outdoor recreation; facilitate public outreach efforts; make public presentations as necessary.

Participate in detailed outdoor recreation and trails planning, design, and construction.

Coordinate environmental/cultural surveys and reports which satisfy National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements for ground-disturbing activities. Coordinate and contract with partner agency Interdisciplinary Team (IDT) and third-party consultant agencies where appropriate. Consult with various stakeholders and state/federally recognized Tribes to formally scope proposed action(s) as appropriate.

Identify and pursue funding opportunities on behalf of all partners. Research, write, administer, and implement grants related to outdoor recreation infrastructure, programs, resource protection, and land management strategy.

Develop, coordinate, and facilitate the implementation of recreational priorities and long-term regional recreation strategies and initiatives for Mono County. Organize available labor resources such as volunteers, conservation (fire) camp workforces, and conservation corps to assist with identified recreational priorities. Manage volunteer service agreements (VSA) and Adopt-a-Trail (AAT) programs on behalf of Mono County.

Compile/coordinate with Mono County's Community Development Department on development and implementation of recreational trails and roads wayfinding; develop and implement the Mono County Regional Transportation and Trails Plan(s) and recreational planning within specific planning areas; oversee implementation of the trail/vehicle data collection program to support the Regional Transportation and Trails Plan(s); facilitate public/stakeholder meetings related to recreation planning needs; provide subject matter expertise and coordination to Mono County Regional Planning Advisory Committees (RPAC); assist the Mono County Community Development Department in planning of area trails projects related to recreation and multi-modal transportation.

Coordinate available recreation activities, facility conditions, and projects with the marketing efforts of the Mono County Economic Development Department.

Develop relevant interpretive materials and educational programs related to outdoor recreation, public lands, and resource protection.

Coordinate with agency-partners on the development and implementation of projects and programs benefitting multiple user groups which support land-management strategies related to Wilderness/Wilderness Study Area designations, Over-Snow Vehicle (OSV) and Off-Highway Vehicle (OHV) road/trail systems, developed recreation, and dispersed/developed camping and front-country recreation areas.

Provide updates and coordination of Mono County activities to the Mono County Board of Supervisors, Eastern Sierra Sustainable Recreation Partnership (ESSRP), Eastern Sierra Council of Governments (ESCOG), and other governmental and non-governmental bodies as required.

Develop, recommend, and manage department/division budget.

Directly supervise, schedule, and provide direction to (seasonal) Mono County Trail Steward personnel.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk in both indoor and outdoor settings; sufficient manual dexterity and eye-hand normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, and copiers.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office environment; driving to different locations throughout the County; continuous contact with other staff and the public.

## **Education, Experience, and Licenses**

### **Education**

A Bachelor's degree from an accredited college or university with major coursework in Planning, Geography, Land-Use Management, Recreation, Biological Science, or a related field is required.

### **Experience**

Three years of increasingly responsible experience in the facilitation and implementation of recreational infrastructure projects and programs is required. Relevant experience in managing inter-agency agreements, GIS/cartography, graphic design, grant administration, and project management is desired.

### **Licenses**

Must have (or receive within the state require time frame) a valid State of California Class C Driver's License with an acceptable driving record. Must be able to pass an appropriate background check prior to the hire date.

### **Application and Exam Process**

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to participate in oral interview(s) with County and/or inter-agency (peer) panel.

### **Other Information**

At-Will Management Salary Matrix Range 9

Classified Range: \$78,000 - \$94,809

Anticipated Hiring Range: \$78,000 - \$82,000

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