

GAME AND PARKS RECREATIONAL TRAILS MANAGER

**DESCRIPTION:** Under limited supervision, administer the planning, development, implementation and management of all functions of the Cowboy Trail and State Canoe Trails, including program development, policies and procedures. Serve as the trails program liaison between agency and other governmental units; may perform other related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Responsible for planning, development, implementation and management of all functions of the Cowboy Trail and State Canoe Trails.

Develop variety of trail related programs, policies, and procedures.

Prepare work proposals, manage capital equipment programs and coordinate capital construction projects.

Responsible for record keeping, report preparation and adherence to administrative directives and policies.

Prepare budget and manage all fiscal matters regarding all aspects of trails existence.

Participate in meetings and represent the Commissions' view regarding trails programs with public, contractors, agency, and other governmental sources.

Serve as the liaison between the agency and other governmental entities concerning trails establishment, grant funding, development and management.

Supervise and research collection of information relative to trails development and management.

Participate in divisional reviews to integrate the goals and programs of the agency with the functioning of the trails programs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency, state and federal laws and regulations; modern principles and practices of division specialty; technical equipment used in division functions.

Ability to: plan and organize functions and work assignments to meet division objectives; meet and relate to diverse groups of people; effectively develop and utilize subordinates; interpret and disseminate technical information; formulate effective plans and programs and to evaluate their effectiveness; establish and maintain effective working relationships with federal, state and local officials, other agency personnel and the public.

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Skill in: organization of division program planning; negotiating with diverse clientele including other divisions in the agency, other governmental agencies and the public.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the methods and techniques investigating and acquiring data pertinent to the division function; the principles and practices of administration and public relations; management principles related to planning, organizing, budgeting and coordinating.

Ability to: communicate effectively both orally and in writing; supervise the work of subordinates; meet deadlines and to work under pressure; organize and assemble data, interpret results and prepare accurate reports.

Skill in: presenting information to groups and individuals; interpreting results of surveys and studies relating to division function; dealing with diverse, and often, irate people.

**JOB PREPARATION GUIDELINES:** (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is a Bachelors degree in an area related to division functions plus five years related experience.

OR

A Masters degree in an area related to division functions plus three years experience.