

EAST BAY REGIONAL PARK DISTRICT

TRAILS DEVELOPMENT PROGRAM MANAGER

GENERAL FUNCTION:

Under general direction, this position serves as the District's program manager for planning, acquisition and development of new trails and trail additions. Also serves as the District's technical trail management authority for internal matters and assumes technical representational responsibilities on external trails related matters.

ESSENTIAL FUNCTIONS:

Exercises program management responsibilities for implementation of the District's extensive system of trails. With the assistance of two technical support employees, plans, coordinates acquisition and develops new trails and trail additions consistent with the District's Master Plan. This includes coordination with other agencies on review of general plans and amendments, specific plans, EIRs for larger planning areas and development plans, EIRs and grading plans for specific projects. In coordination with other District staff, assures that land is available; and trails and facilities are designed and built consistent with plans and specifications. Administers a small Operating and Capital Budget that addresses acquisition and development of trail segments. The position also involves participating in the capital project selection process including, justifying and defending proposed budget submissions. Also, as a distinct and separate function, administers the Ivan Dixon Trails Management Program overseeing external funds to assist with trail maintenance using volunteers and corporate sponsors.

Represents the District on trail planning, development and management issues with governmental and public agencies, business and special interest groups and the general public. This includes cooperative trail planning projects with cities, counties, special districts, state and federal agencies. Serves on boards and committees, internally and externally representing the District's planning, development, operational and financial interests. Frequently meets with other public agency representatives on trail planning, acquisition and management issues such as right-of-ways and land use changes that may include trail issues. Meets frequently with advocacy groups where issues may be conflicted and maintaining the District's positive public image is critical.

Represents the District on trails related funding opportunities including assessment districts, grant funding programs, endowments and other sources of funding for acquisition and management. Participates on outside agency planning efforts related to trails including general plan updates, trail plans, circulation elements, open space elements, bicycle plans and various other transportation plans which incorporate trail features.

Assists in preparation of various District planning documents and publications including master Plan, Land Use Plans, trail brochures and related informational pieces needed to promote and inform on District trail resources. Acts as liaison and spokesperson to other public agencies, professional organizations, user groups and citizens on District trail issues and resources.

OTHER FUNCTIONS AND DUTIES: Supervises two technical support employees performing the full range of supervisory functions, i.e., selection, direction, performance management, leave administration, employee and labor relations, and assuring workplace safety.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited college or university in park planning, park and recreation administration, transportation planning, landscape architecture, environmental science or a closely related field; and

Experience: Four years professional level experience in planning, park operations, landscape design and/or landscape construction. At least two of the four years should be equivalent to program management level. Supervisory experience is desirable.

Substitution: A Master's Degree in park planning, transportation planning, landscape architecture, environmental science or a closely related field may be accepted as an equivalent to a maximum of one of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of park planning and design, with emphasis on park trail development. Ability to supervise work of assigned personnel and accomplish assigned program tasks within budgetary constraints. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Assistant General Manager for Advanced Planning, Land Acquisition and Regional Trails.

Employment Category: Management, Range MG02
Replaces "Trails Specialist"
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111

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