



## CLASS SPECIFICATION

Class Code: 60018929  
Date Established: 07/2021  
Last Reviewed:  
Last Revised:  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### TRAILS PROGRAM COORDINATOR

#### **DEFINITION**

Under general supervision, plans, coordinates and oversees the trail program for Washoe County Regional Parks and Open Space; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in parks and recreation, engineering, planning, environmental science, forestry, landscape architecture, natural resources, construction management, or a closely related field AND two years of full-time professional experience in coordinating a trails program to include trail planning, building, and overseeing trail maintenance; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at time of appointment.

#### **SUPERVISION EXERCISED**

Exercises supervision of seasonal staff.

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

Assist with developing trail program strategies, including program objectives, evaluation, and deliverables.

Collaborate with staff, community partners, local, state, and federal partners to identify future trail alignments, design new trails, and identify development needs for existing trails.

Oversee trail maintenance projects to ensure existing trails are properly maintained and meet applicable standards; identify and decommission illegal trails to reduce damage to natural resources.

Coordinate with staff, volunteers, and stakeholders to construct new trails to improve accessibility for the public.

Develop materials for proposed trail projects, initiate project construction and conduct oversight of trail construction projects to ensure conformance with specifications and contract terms.

Research, apply for, secure and manage grants for implementing trail projects.

Research, collect, compile and analyze trail program data; evaluate solutions to trail maintenance problems and develop recommendations; prepare written reports and presentation materials.

Supervise seasonal staff; participate in interview process and make hiring recommendations; provide training in work methods and oversee the performance of trail maintenance duties.

Represent Washoe County at meetings with federal, state and local agencies, tribes, non-profit organizations, businesses, citizens, and other stakeholders; respond to identified trail maintenance concerns and relay information to management; resolve trail program issues in an efficient and timely manner

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area.

Departmental policies, practices, and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to trail construction and natural resource management.

Local community agencies, organizations and resources related to trail program management.

### **Ability to:**

Supervise seasonal staff, including training, assigning and reviewing work.

Operate department specific computer software programs.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, and other evaluation procedures.)*

### **Knowledge of:**

Principles and practices of sustainable trail design, construction, development, and maintenance.

Land use and resource management permitting, regulations and best practices.

Research techniques, data collection, analysis and report preparation.

Methods and practices of project administration.

GPS data collection, sufficient to train others

### **Ability to:**

Analyze information, project consequences of proposed actions, and develop appropriate recommendations.

Develop, evaluate, and implement strategies to meet the goals of the trail program.

Read, interpret, apply, and explain pertinent laws, codes, regulations, and standards.

Operate global positioning system (GPS) equipment and software applications for trail data collection.

Write clear and detailed reports and presentations.

Plan and organize work to meet schedules and timelines.

Communicate effectively; prepare and present clear, concise reports.

Effectively represent Washoe County in communications with the public, community organizations, and other governmental agencies.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods of time. Ability to frequently stand, stoop, kneel and walk on uneven terrain. Ability to safely navigate construction sites. Ability to lift and move objects weighing up to 50 pounds. Ability to operate digital camera equipment, audio/visual equipment and office equipment including computer, copier, telephone, and FAX machine.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*