



## **Class Title: Temporary Recreational Planner Pay Grade: 8**

**FLSA Designation: Covered**

**Established: 10-2015**

**Revised: 1-2016**

### **Class Summary/Primary Function**

The primary function of an employee in this class is to coordinate with multiple local agencies to manage and develop recreation opportunities, prepare an economic impact study of recreation activities, and plan transportation and access plans for recreation in Teton County. Work includes developing intergovernmental agreements with governmental and private entities, establishing and implementing a marketing plan, developing and implementing grant programs, preparing cost studies to determine appropriate program fees, and maintaining a universal website. The position also answers phones in the Planning department, attends Planning and Zoning Commission and BOCC meetings, delivering public presentations and working with other county departments on recreational issues. The work is performed under the direct supervision of the planning & Building Administrator with latitude granted for the exercise of independent judgment and initiative within established guidelines. The principal duties of this class are performed in a general office environment, with some exposure to outside weather conditions to visit recreational sites. The job also requires a valid driver's license to visit sites at various locations.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Develops comprehensive intergovernmental agreements with the county, cities and other agencies, as appropriate, to manage and develop recreation facilities and services.
- Establishes/maintains a universal website for recreation facilities and activities.
- Completes/implements an economic impact study for events and activities that draw visitors to the valley.
- Establishes/implements a marketing plan for recreation activities and facilities in the valley.
- Develops/implement grant programs for small seed grants for recreation programs and services.
- Establishes/implements a basic fee policy for recreation programs and facilities that ensures that the costs for these activities and amenities can be supported primarily by the revenues generated from this source.
- Establishes/implements a transportation plan for recreational programs and facilities that focuses on youth and senior needs.
- Writes and manages grants for trails, public access points or other recreation facilities in the County.
- Answers phones and fields miscellaneous questions from the public regarding the Planning and Building Department.
- Attends and reports at PZC and BOCC meetings.
- Supervises recreational projects.
- Conducts site visits to private properties to discuss recreational issues.
- Works with other County Departments on recreational issues.

- Prepares and delivers public presentations on recreational issues.
- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements:**

Knowledge of:

- Teton County recreational programs, facilities and opportunities;
- Recreational program planning and facility management;
- Grant writing, management and administration;
- Recreational economics and marketing;
- Laws governing land use and recreation;
- Public lands management and associated laws governing the US Forest Service and Bureau of Land Management;
- Basic bookkeeping, budgeting principles and practices, financial record keeping and recording related to grants and recreational programming;
- Customer service procedures and objectives;
- Operation of a personal computer and various software applications for word processing, spread sheets, data base management and desktop publication;
- Current office practices and procedures;
- English grammar and punctuation.

Ability to:

- Plan, develop, implement and supervise various recreational programs;
- Identify, coordinate, implement and maintain cooperative agreements with public and private entities;
- Prepare, implement and administer grants;
- Market recreational programs;
- Prepare economic impact studies and develop appropriate fees for recreational programs;
- Provide relevant and accurate answers to questions from members of the public and County Staff;
- Establish and maintain accurate records and files, both computerized and hardcopy;
- Follow written and oral instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with co-workers, supervisors, other County employees and the public;
- Maintain confidentiality of information processed or prepared;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing.

- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.

### **Acceptable Experience and Training**

- Bachelor's Degree in Recreation Management, Public Administration, or related field;
- Three (3) years' experience in recreational management, marketing, public access, rural outdoor recreation and/or recreation master planning;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to drive a motor vehicle, lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.