



## **TRAILS MANAGER/COORDINATOR**

Salary Range: Executive

### **DEFINITION**

The Trails Manager/Coordinator is a programmatic/department management level classification responsible to plan, direct, manage, and oversee assigned activities and operations including: and related support services. The position provides highly responsible and complex administrative support to the Town Manager, and provides staff support for Mammoth Trails Committee, Mammoth Lakes Recreation, Recreation Commission, and Town Council. Responsibilities may include the successful planning, implementation, and management of Mammoth Lakes Trail System projects and programs serving both non-motorized and motorized transportation and a mix of recreational needs through the implementation of the Town of Mammoth Lakes' "Trail System Master Plan". Job responsibilities include strategic and tactical planning, budgeting and financial management, capital construction project consultation, trail construction and maintenance and promotion of the Mammoth Lakes Trail System through various mediums. The position is a member of the Town's Management Team.

### **SUPERVISION RECEIVED AND EXERCISED**

Position receives direction from and reports to the Town Manager. The position may exercise direct supervision over professional, technical and clerical staff in the implementation of defined projects, including work crews.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Provide management responsibility for operational services and activities pertaining to planning, implementation, and management of Mammoth Lakes Trail System projects, programs and related services.
- Work with other Town staff, elected officials and outside agencies to explain and interpret Town trail and recreational related programs, policies, procedures and activities, negotiate and resolve sensitive, significant, and controversial issues, and respond to and resolve inquiries and complaints.
- Work effectively with government agencies such as the USFS, Mono County, BLM and stakeholders, user groups, businesses, and nonprofit partners to advance the infrastructure, programs and promotion of the Mammoth Lakes Trail System through the development and execution of annual programs of work informed by a strategic long term action plans.
- Represent the Town and trail related programs and projects within the Eastern Sierra Region and provide input, updates and define opportunities for joint efforts with regional, state and federal stakeholders.
- Review and develop public policies that favor further development of the Mammoth Lakes Trail System.



- Serve as a Town resource through the interpretation of related codes, regulations, plans, policies, programs and functions for elected and appointed boards, non-profits, the business community and the public.
- Provide staff support to the Mammoth Trails Committee and implement assigned tasks as approved and funded through the Mammoth Trails Committee.
- Work closely with non-profit partners including MLTPA and MLR on defended trail program implementation.
- Plan, develop, construct and maintain multi-use trail segments.

### **PERIPHERAL DUTIES**

- Inform and advise the Town Council, and community groups, as well as the Town Manager, on local and regional recreational development, environmental, economic and infrastructure planning related issues.
- Ensure the timely preparation of complete and accurate staff work for presentation to citizen committees, appointed bodies and the Town Council.
- Participate in the preparation of the department budget.
- Coordinate related trails activities with other Town departments and outside agencies.
- Perform other related duties, as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Considerable working knowledge of bicycle, pedestrian and recreational trail system planning, design, and construction, and multi-modal transportation system infrastructure principals and methods.
- Working knowledge of contemporary technology, including GIS, graphic design applications, Digital Asset Management, website development and CMS management, digital photography, file sharing server set up and administration, and the full variety of social media tools including Facebook, Twitter, Instagram and other emerging technologies.
- Working knowledge of contemporary office technology including word processing, spreadsheet, and business software, including MS Word, Excel, PowerPoint, and web based time tracking applications.
- Knowledge of applicable private land development regulations, transportation, recreation, traffic and other applicable regulations governing pathways and trails.
- Knowledge of land conservation practices, and familiarity with federal, state and local agencies and governmental processes including NEPA and CEQA.

#### Ability to:

- Demonstrated ability to work effectively and tactfully with a wide range of individuals, personalities, and public agencies, establishing collaborative partnerships, building coalitions, and developing teams.
- Demonstrated leadership ability and experience building and managing successful team efforts.



- Excellent interpersonal, financial, and managerial skills. Superior writing and speaking abilities, and skilled in producing professional letters, memoranda, and reports.
- Interpret complex written reports, records, plans, specifications, and technical drawings and communicate findings and analysis including skills in evaluating costs and scheduling, and formulating recommendations for project implementation.
- Travel and to work out of doors in all seasons in a variety of terrain.
- Manage complex environmental review processes, public review processes and Commission processes.
- Carry out the mission of the Town and the Department.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.

#### Experience and Training:

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

A minimum of five years of increasingly responsible professional experience in trail system development, management and programming is required. Direct operational experience with federal land management agencies required. Experience in land use planning, community development, project management, or related experience, in a nonprofit organization or a public agency that includes responsibilities for strategic planning, program planning, budgeting, implementation, and evaluation.

#### Education

A bachelor's degree in urban/regional planning, natural resource or recreation management, public administration, landscape architecture, or a related field is required.

#### Licenses:

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

#### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, motor vehicle, calculator, phone, copy and fax machine, various graphic design tools. Use of a variety of hand tools used in trail construction and maintenance. Occasional use of power equipment and small pieces of motorized equipment may be used for related trail work.

#### **PHYSICAL DEMANDS**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both within in an office settings and outside. Significant outdoor work is required in the inspection of various trails, the alignment planning and construction and maintenance of multi-use trails. Work is in a variety of terrain and weather conditions. Hand-eye coordination is necessary to operate computers, various pieces of office equipment and trail maintenance and construction tools.

While performing the duties of this job, the employee is frequently required to talk or hear, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Ability to work at altitude in an outdoor setting is required.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in outside weather conditions, which may include extreme cold, windy wet and wintery conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles including dust and pollen and similar particulates. The noise level in the work environment is usually quiet in the office to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.