**General Responsibilities**

Building

Planning Manager

GIS

Public Works

Road

Department Director

The Trails Planning Intern will be responsible for assisting the Cache County Trails Planner in the development, maintenance, community outreach, and funding development of trails throughout Cache County and partnering municipalities. An introductory understanding of how local/state/federal governments, private citizens, and the community can work together to improve recreation and active transportation opportunities is critical.

Trails

Trail Development

Intern

**Minimum Qualifications**

Education and Experience:

* No degree is required; however, preference will be given to those who are either enrolled in a four-year Bachelor’s program in planning, landscape architecture, or related field or have already completed an undergraduate degree; OR
* No work experience is required; however, a passion for outdoor recreation and/or active transportation is desired.

**Essential Functions**

Essential duties and responsibilities may include, but are not limited to, the following:

Priority 1: Team Skills (TS): 30% of Responsibility

Priority 2: Leadership (L): 5% of Responsibility

Priority 3: Management (M): 15% of Responsibility

Priority 4: Technical Skills (T): 50% of Responsibility

Skills are listed in order of importance and the percentage assigned is the estimated time spent on described duties. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

**Team Skills**

* Practice positive working relationships and collaboration with fellow employees, elected officials, other departments and agencies and the public.
* Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions.
* Assist individuals, teams, or departments with creative problem solving and work product.
* Assist with various elements of event promotion and execution. This can include:
	+ Engagement w/ event partners and sponsors
	+ Volunteer coordination
* Effectively follow and utilize verbal and written communication.

**Leadership Skills** (Long-range vision)

* Exercise initiative, independent judgment, and act resourcefully under varying conditions.
* Seek out methods to improve department and County processes.
* Assist and lead volunteer trail maintenance and sustainability work on public trails and track volunteer hours and participant rates.
* Assist in promotion, planning, development, and maintenance of Cache County's trails and active transportation network.
* Contribute to dialog and efforts surrounding expanding Cache County's trail and active transportation networks on private land through development of materials and strategies to communicate with private land owners and public land management agencies
* Collaborate on issues and provide potential solutions.

**Management Skills** (Short term, project-based)

* Communicate clearly and effectively, both orally and in writing.
* Manage, maintain, and organize data electronically.
* Coordinate with County Trails Planner to establish project scopes, deadlines and deliverables.
* Manage the online and social media presence of “The Trails Cache” including:
	+ Leading a strategy to broaden community reach and engagement.
	+ Advance branding and marketing of County Trails Development in local community.
* Establish and maintain cooperative working relationships with those contacted in the course of business.

**Technical**

* Development of project deliverables destined for public and private use.
* Collect data relevant to active transportation and trails planning in Cache County.
* Assist with design and development of presentations, planning documents, and public engagement materials.
* Develop educational campaigns to improve trail and active transportation usage.
* Develop land planning and trail planning documents.
	+ Working knowledge of some of the following computer programs: Adobe Creative Cloud (Illustrator / Photoshop / Indesign), Sketchup, AutoCAD, ArcGIS, Google Earth, Microsoft Office Suite

**Work Environment**

* The position performs in a typical office setting, as well as various tasks in the field, ranging from downtown Logan to Logan Peak. Tasks require a variety of physical activities, such as walking, hiking, biking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
* Work tasks require common eye, hand, finger, leg, and foot dexterity.
* Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.
* The position requires a valid driver’s license and ability to drive for the County. Must not have any DUI/ARR within the past five (5) years and less than two (2) moving violations within the past 24 months.
* The position requires compliance with applicable county and departmental policies and safety standards.