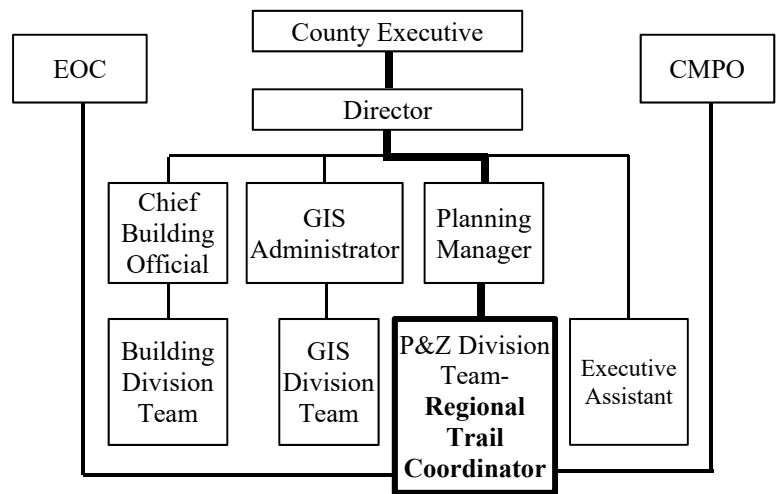


### General Responsibilities

- Perform a variety of professional and technical duties related to coordinating and guiding regional recreational trail and active transportation facility funding, planning, development, and construction throughout Cache County under the direction of Cache County Development Services Department, with guidance from the Cache Metropolitan Planning Organization (CMPO), and the Executive Oversight Committee (EOC).



### Minimum Qualifications

#### Education and Experience:

- Bachelor's degree in urban or rural planning, landscape architecture, recreation or natural resources, or a closely related field; AND
- A minimum of 6 months of directly applicable experience, including grant writing and grant management, is required, with 2 or more years of experience preferred; OR
- An equivalent combination of education and experience.
- Current AICP Certification or ability to obtain certification within 1 year of employment is preferred.

### Essential Functions

Essential functions are listed in order of importance and the percentage assigned is the estimated time spent on described duties. These functions may include, but are not limited to, the following:

Priority 1: **Team** - 15% of responsibility

Priority 2: **Leadership** - 20% of responsibility

Priority 3: **Management** - 35% of Responsibility

Priority 4: **Technical** - 30% of Responsibility

Essential functions, as defined under the Americans with Disabilities Act, may also 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 other related 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

- Practice positive working relationships and collaboration with fellow employees, elected officials, other departments and agencies and the public.
- Be accountable to 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.
- Develop partnerships with local and state government, stakeholders (including CVTD), community based organizations, and the private sector to identify, fund, and implement active transportation projects (i.e., more urban non-motorized “commuter” pathways and on-road facilities) that will maximize the region’s investment.
- Work under the supervision of the Planning Manager.

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

- Exercise initiative, independent judgment, and act resourcefully under varying conditions.
- Collaborate on issues and provide potential solutions to improve efficiency and effectiveness of county processes for individual positions, departments, and the County.
- Provide general direction and supervision to trail interns.
- Coordinate local trail and bicycle/pedestrian plans with neighboring communities and local jurisdictions and work to resolve conflicts.
- Help with the prioritization of trail projects for potential Botanical, Cultural, Recreational, and Zoological (RAPZ) and Restaurant tax funding, or other local funding considerations, or both.

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

- Facilitate and build consensus between different communities, diverse interests, and gather public input through public outreach and stakeholder involvement activities.
- Establish project scopes, deadlines and deliverables.
- Reference existing plans to identify regionally significant regional trail projects that are ready to advance to the construction phase.
- Provide staff support for the Cache County Trails Advisory Committee (CTAC), and the Cache Metropolitan Planning Organization’s (CMPO) Bicycle and Pedestrian Advisory Committee (BPAC).
- Meet with the Executive Oversight Committee (EOC) at least twice a year to discuss and help establish the overall goals, focus, and direction for this position.
- Pursue and obtain project funding and provide assistance with regional trail grant writing and management.
- Provide circuit rider technical assistance and other resources to support participating cities in their own trail and active transportation planning and development activities.
- Assist local jurisdictions with the development of local trail/bicycle and pedestrian community plans.
- Coordinate access and right-of-way approvals, and assist local officials as they work with private property owners to allow trail access.

#### **Technical**

- Ability to communicate clearly and effectively, both orally and in writing
- Strong organizational skills and demonstrated ability to accurately assess data and produce reports; a working knowledge of Planning and Zoning principles and regulations is desired; design skills desired.
- Knowledge of current requirements related to the design of active transportation facilities; familiarity with AASHTO, NACTO, and MUTCD standards.
- Ability to operate personal computers and various applications, perform advanced mathematical calculations, interpret and communicate codes and regulations, and manage grant applications and processes.
- Working knowledge of the following computer programs: Adobe Creative Cloud (Illustrator/Photoshop/InDesign), SketchUp, AutoCAD, ArcGIS, Google Earth, and Microsoft Office Suite.

- Provide technical support for trail design processes and enhanced trail mapping.
- Knowledge of rights-of-way, easements, and other access issues; procedures affecting planning/zoning/subdivisions, trails and multi-modal transportation systems, and related operations of the County.
- Knowledge of principles and practices related to the functions and operations of municipal, county, state, and federal government and agencies; the relationship between government entities and non-profit, citizen groups, and private individuals; local government structure and operations including budgets and fiscal management; project management skills; the ability to take projects from concept to construction and maintenance.
- Skill in the art of diplomacy and cooperative problem solving; ability to work and interact with elected officials, agency staff from multiple jurisdictions, the public, and interested non-governmental groups; skill in developing public interest and awareness in trail/recreational facilities; and managing public communication and events surrounding trails.

## **Work Environment**

- The position performs in a typical office setting, as well as various tasks in the field. Tasks require a variety of physical activities which may involve muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, helping with minor construction during trail events, leading groups on hikes or clean-up days, etc.
- 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.
- Must comply with applicable county and department policies and safety standards.
- Periodic travel may be required in the course of performing portions of job functions.
- Requires a flexible working schedule to adapt to daily field or office demands.