



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PARK AND RECREATION PROGRAM SPECIALIST	37	B	6.717

JOB SUMMARY

Park and Recreation Program Specialists are responsible for planning, organizing, coordinating, and overseeing a park and recreation program.

JOB DUTIES

1. Develop work programs and tasks to prepare and update statewide recreation plans, individual park master plans, resource protection plans, feasibility studies, other supporting studies, and documentation.
2. Conduct research, complex studies, and analyses and evaluate future recreational needs and opportunities.
3. Negotiate with federal, State, and local entities concerning multi-jurisdictional issues and represent the agency at various meetings.
4. Manage, coordinate, and oversee planning, archaeological, and promotional contracts.
5. Coordinate, manage, and oversee the grants process.
6. Manage and coordinate land acquisition and exchanges.
7. Review, monitor, and research bills submitted to the Legislature impacting the work unit, inform management of possible implications, and recommend an appropriate course of action.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; national and private natural resource agencies; Park Master Plans and State Comprehensive Outdoor Recreation Plan; applications, compliance requirements, and audit procedures required to administer federal grant programs; Land and Water Conservation Fund Manual and the Recreational Trails Program Interim Guidance Manual as they apply to planning and grants administration.
- Park and recreation management principles and practices; site and trail planning; cartography and drafting; construction techniques, standards, and procedures.
- Natural history, geography, biology, botany, biology, and zoology; recreational demand, modeling, and analysis; opinion survey techniques and methodology; layout, design, and printing procedures; public relations and information systems necessary to promote agency programs; empirical recreation research methodology.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read and analyze complex technical reports to determine potential impact on existing recreational resources; analyze data and survey information using statistical computations to determine public demand for recreation facilities, demand modeling, and identifying problems or concerns.
- Review and evaluate environmental assessments, environmental impact statements, scoping documents, and other documentation to determine potential impacts upon agency administered lands statewide.
- Develop goals and objectives, set priorities, establish project directives, and carry them through to completion; develop, read, and interpret conceptual plans; write concise reports explaining statistical comparisons of recreational demand.
- Speak extemporaneously on park and recreation subjects; communicate and interact effectively with other agency representatives, legislators, and the public; write grammatically correct correspondence.
- Analyze legislative bills for impact on agency and advise management; develop and implement a statewide comprehensive outdoor recreation plan; oversee and coordinate a variety of park planning activities with various federal, State, and public agencies and/or groups; manage feasibility studies and special projects for proposed park sites to determine recreational opportunities and State park feasibility; conduct project compliance inspections.
- Manage planning, development, archaeological, and promotional contracts; manage acquisitions; manage grants for the Land and Water Conservation Fund, federal Recreational Trails Program and other grant programs including writing and updating manuals; review grant applications; answer grant questions; award grant funds; monitor, audit, and ensure compliance with grant requirements.

SPECIAL REQUIREMENTS

1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.