

Union County Job Description

MERA & Parks Coordinator

Purpose of Position:

Performs, directs and oversees a variety of tasks to protect, maintain, operate and repair the Mt. Emily Recreation Area (MERA), as well as county parks located at Thief Valley Reservoir, Wolf Creek Reservoir, Pilcher Creek Reservoir, and the Perry Swimming Area. Performs a variety of technical work in support of the recreation and parks areas.

Essential Job Functions:

1. Administers and assists in the performance of non-motorized and motorized trail development and maintenance.
2. Implements management plan for MERA. Assists in the development of other necessary plans such as weed control, forest management, etc.
3. Prepares and administers grants for operations and improvement of MERA and county parks.
4. Leads OHV development projects.
5. Establishes and maintains partnerships with the general public and relevant local clubs, state agencies, state associations, federal agencies, sponsors, conservation organizations, etc, to accomplish program/project objectives.
6. Convenes, takes minutes and contributes to regularly scheduled advisory committee meetings and calls for additional meetings as warranted.
7. Develops and implements a public relations program for recreation area visitors, neighbors, local communities and public agencies.
8. Provides assistance with work plans and budgets for operations and maintenance activities.
9. Directs work of volunteers and temporary crews.
10. Coordinates MERA regulation enforcement.
11. Reviews event applications, issues permits following established guidelines.
12. Coordinates appropriate trail closures in accordance with management plans.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASSIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS POSITION.

Knowledge, Skills & Abilities

- Knowledge of forestry recreation operations, maintenance, regulations and procedures for OHV and non-motorized recreation
- Ability to maintain written records including reports and plans
- Ability to use and maintain equipment, tools and instruments needed to accomplish duties
- Ability to communicate effectively orally and in writing to explain rules, regulations and information to a variety of users
- Ability to plan work and meet deadlines
- Experience in budget and grant administration sufficient to develop spending proposals, administer grants, monitor budget, etc.
- Experience managing people, work and projects
- Experience facilitating public meetings/presentations with diverse groups
- Experience or course work with GIS/GPS
- Ability to effectively resolve disputes
- Computer skills including word processing, spreadsheets and presentation software.

Desirable Qualifications

Bachelor's degree in Parks/Recreation, Planning, Natural Resource Management, or closely related field preferred. A minimum of two years professional experience managing, administering or planning recreation or parks programs; or any combination of education and experience that demonstrates the ability to perform the requirements of the position.

Special Requirements/Licenses:

Valid Oregon Driver's License.

Physical Demands of Position:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects and tools. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as a computer keyboard, motor vehicle, hand tools, etc. Duties may involve moving materials weighing up to 50 pounds, driving a vehicle and ATV, hiking in wooded areas, bending and stooping.

Working Conditions:

The position requires performance of duties in an indoor office with usual office working conditions and outdoors in the parks and recreation areas. Exposure to noise, dirt, dust, insects and weather are anticipated in the performance of duties.

Supervisory Responsibilities:

The position will be responsible for supervising volunteers and temporary work crews.

Supervision Received:

An employee serving in this position works under the direction of the Union County Public Works Director who outlines objectives and priorities for the position, and reviews work on the basis of results obtained.