



POSITION VACANCY NOTICE

DATE POSTED: August 18, 2021

JOB TITLE: Open Space and Trails Director

DEPARTMENT: Open Space and Trails

POSITION CLASSIFICATION: M70

The Open Space and Trails Director is responsible for directing and overseeing all County Open Space and Trails functions including the planning, management, and administration of property acquisitions, property and facility management, Recpath and natural surface trail construction and maintenance, natural resource protection programs, long-range planning, grant applications, public information, and various special projects.

ESSENTIAL FUNCTIONS/DUTIES OF THE POSITION:

- Provide leadership, management, and coordination of all Open Space and Trails functions including program development, asset management and acquisition, public information, and various special projects.
- Develop department-wide goals, objectives, policies, procedures and strategies and oversee their successful implementation.
- Work with the Board of County Commissioners (BOCC), Open Space Advisory Committee, public and staff to articulate a clear vision of the community's desired goals relative to Open Space and Trails related issues.
- Develop the department's annual work program and implement as directed by the BOCC and senior management.
- Build effective and positive communication with a wide range of audiences including: elected officials, volunteer committees, agencies, developers, builders, and the general public.
- Represent the County on various boards and panels, and at numerous public meetings and events.
- Oversee the recruitment, employment, evaluation, and release of staff.
- Prepare and manage the Open Space and Trails annual budgets.

MINIMUM QUALIFICATIONS:

Education and Training: This position requires a Master's degree in natural resource management, public administration, or a related field, or equivalent combination of education and experience.

Practical Experience: A minimum of 10 years of progressively responsible natural resource management experience is required. Generally, 5 years of experience must be in a supervisory capacity.

Permits or certificates: Valid Colorado Driver's License required at time of appointment and throughout employment.

STARTING SALARY: \$3,235.42- \$3,558.96/bi-weekly DOE and a sign-on bonus program is available! Summit County Government offers an excellent benefits package.

APPLICATION DEADLINE DATE: Position is open until filled. To apply, please submit a cover letter, resume, and Summit County Government job application online at www.summitcountyco.gov/jobs. For questions regarding the position, please email Jim Curnutte at Jim.Curnutte@summitcountyco.gov.

EQUAL OPPORTUNITY EMPLOYER