



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: State Trails Program Mapping Assistant

START/END DATES: 9/7/21 - 6/3/22 (exact dates negotiable).

SCHEDULE: 40 hours/week, Mon-Fri is preferred. Occasional evenings and weekends required.

PAY RATE: \$18/hour and up depending on experience.

LOCATION: Littleton Office, 13787 US Highway 85, Littleton, CO 80125

DEADLINE FOR APPLICATIONS: Position is open until filled. Initial reviews begin on 8/24/21.

JOB DESCRIPTION:

The Colorado Parks and Wildlife Trails Program is a statewide program that administers grants for trail-related projects on an annual basis. The program consists of 3 areas: Non-Motorized, Off-Highway Vehicle, and Snowmobile. Since 2000, CPW's Trails Program has distributed over \$125 million for trail grants and capital improvements to benefit Colorado's 45,000+ miles of trails open to the public. This position will provide administrative mapping support to ensure efficient operation of the program. The selected candidate will work closely with State Trails Program staff, Regional Trail Coordinators, CPW field staff, various local and federal agencies, and private entities to accomplish this work.

RESPONSIBILITIES:

Duties will include development of Land and Water Conservation Fund property boundary maps, State Trails grant maps, and support of the Colorado Trail Explorer (COTREX) application. This position will oversee both the LWCF Volunteer Monitor and State Park Trail Inventory projects including the preparation, distribution, and compilation of field inspection reports. Additional duties will include assisting with COTREX through compiling and responding to user feedback, monitoring trail closures, testing new features across multiple platforms, creating Featured Routes, and other duties as assigned.

MINIMUM REQUIREMENTS:

- Collaborative and committed team player.
- Self-motivated and proactive in spending time efficiently with attention to detail.
- Excellent communication and customer service skills (written and verbal).
- Outstanding organizational and time management skills with the ability to balance multiple responsibilities while working independently.
- Ability to complete data collection with minimal error.
- Proficiency with ArcGIS, Google Applications, and Microsoft Office.
- At least 18 years old.
- Valid driver's license and good driving record for operating a State vehicle.

PREFERRED QUALIFICATIONS:

- Knowledge of Colorado's recreational trails systems.
- Experience working with volunteers.
- Experience managing projects.

BENEFITS:

This position participates in PERA (public employee retirement program), accrues paid sick leave, and will have access to additional professional development opportunities.

HOW TO APPLY:

Email a resume, cover letter explaining your interest in the position and preferred start date, and list of 3 references to trails@state.co.us with the subject line: State Trails Program Mapping Assistant.

CPW is committed to fairness and equality of opportunity in the workplace. *All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

The Department of Natural Resources participates in E-Verify in accordance with the program's Right to Work for all newly-hired employees. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you will be required to submit original documents to verify your eligibility to work in the U.S. Learn more about E-Verify, including your rights and responsibilities.

