



# KEN-CARYL RANCH MASTER ASSOCIATION

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## KEN-CARYL RANCH MASTER ASSOCIATION JOB DESCRIPTION

**Job Title:** Open Space Director  
**Reports To:** KCRMA General Manger  
**Starting Pay Range:** \$90,000 - \$120,000 annually, paid on a biweekly basis  
**Employment Classification:** Full-Time, Exempt

### **BENEFITS SUMMARY:**

Ken-Caryl Ranch Master Association employees' eligibility for benefits varies by employment classification. Regular and Variable Full-Time employees receive healthcare benefits, employer-paid dental and vision insurance for the employee, life & AD&D insurance, and long-term disability insurance. Regular Full-Time, Variable Full-Time and Regular Part-Time employees also enjoy retirement benefits, paid time off, and paid family medical leave. Variable Part-time and Seasonal employees may be eligible for paid family medical leave and paid-sick leave.

### **POSITION SUMMARY:**

The Open Space Director will provide leadership and strategic direction to the Open Space staff, Committees, General Manager and Board of Directors. The incumbent provides guidance, direction and leadership in preparing the vision, design and development of Ken-Caryl Ranch Master Association (KCRMA) open space areas and trails. The incumbent will regularly meet with community leaders to address open space issues and/or concerns and will represent Ken-Caryl Ranch on issues affecting open space by external forces.

### **ESSENTIAL FUNCTIONS:**

- Implement Best Management Practices within the Open Space department and as it relates to the management of Open Space resources.
- Oversee management and execution of all Open Space objectives and requirements for the Ken-Caryl Ranch Master Association (KCRMA).
- Provide leadership and guidance to environmental and planning programs.
- Responsible for developing and administering a program for management of open space lands required for maintaining conservation and recreation values.
- Focus on long-term planning for open space by balancing conservation and recreation in alignment with community needs and support. This involves assessing current and future demands, conducting environmental impact studies, and engaging with residents to gather input and preferences. Develop strategic plans that prioritize the protection of natural resources while providing recreational opportunities that enhance the community's quality of life. Ensure that all initiatives are sustainable, inclusive, and reflect the community's values and expectations.
- Recommend process improvements, grounded in natural resource principles and best management practices, for consideration by the community and decision-makers. This includes

conducting thorough analyses of current practices, identifying areas for enhancement, and developing comprehensive proposals that promote sustainability and efficiency.

- Oversees the Open Space staff and collaborates with administration regarding hiring, training and evaluating employees. Provides leadership, guidance, and support to ensure effective team performance. Working in partnership with Human Resources, develops and implements policies and procedures to enhance productivity and maintain high standards of work. Ensures staff adhere to safety protocols and regulatory requirements while fostering a positive and inclusive work environment.
- Develop comprehensive Open Space Management plans that encompass stewardship, volunteer engagement, quality of experience, purpose, and vision. These plans should outline strategies for the sustainable management and preservation of natural resources, ensuring that open spaces are maintained and protected for future generations. These plans should be adaptable, regularly reviewed, and updated to address emerging challenges and opportunities, ensuring that they remain relevant and effective.
- Incorporate volunteer engagement programs that actively involve community members in stewardship activities, fostering a sense of ownership and responsibility towards the open spaces.
- Emphasize enhancing the quality of experience for all residents by improving accessibility, amenities, and educational opportunities.
- Clearly articulate the purpose and vision of the open space management efforts, aligning them with community values and long-term goals.
- Provide liaison support to community advisory groups to coordinate issues of resource management, regulatory interpretation, and KCRMA order compliance.
- Interface with Colorado Division of Wildlife, Jefferson County Sheriff's Office, West Metro Fire Protection District, Urban Drainage and Flood Control District for the design, development and maintenance of management programs designed to meet objectives and mandates of these various agencies.
- Provide guidance, assistance and support to the residents of Ken-Caryl Ranch for applicable Open Space Rules, environmental laws, regulations and KCRMA directives that apply to the planning, design, construction, and maintenance of KCRMA Open Space facilities, assets and natural and cultural resources.
- Design memorandums of understanding, programmatic agreements and other compliance agreements. Pursue and develop intergovernmental agreements regarding maintenance, research, education and other activities on open space lands.
- Assist in preparation of Open Space Budget. Monitor and oversee monetary activity and prepare written status reports relating to open space department budget, and grant budgets.
- Prepare reports and present presentations to staff, community boards, advisory committees, and grant councils. Serve as KCRMA representative to resident Open Space Committee (OSC) and advise members on land management issues. Facilitate business of the OSC by developing meeting agenda, writing meeting summary and correspondence.
- Write RFPs and prepare bid packages for various construction projects, feasibility studies and general services performed in open space. Oversee work of private contractors and associated budgets.
- Maintain relations and work with various conservation organizations to represent KCRMA's interest on natural resource conservation issues.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

**EDUCATION:**

- Bachelor's degree or combination of work and/or education in natural sciences, natural resource management or environmental studies, is required.
- Master's degree from an accredited college or university is preferred.

**EXPERIENCE:**

- Six (6) years' experience required in land use, environmental policy, wildlife biology, or related field.
- Three (3) years supervisory experience required.
- Previous experience working extensively with advisory boards or committees, decision-makers, staff, and the broader community in a collaborative and transparent manner.
- Previous experience with trail management, including planning, design, construction, maintenance, and rehabilitation of trails.

**JOB QUALIFICATIONS:**

- Exceptional written and verbal communication abilities along with robust relationship-building skills are necessary.
- Detail oriented with strong organizational skills, capable of prioritizing and managing multiple tasks efficiently in a dynamic work setting.
- Basic computer skills including use of MS Office (Word, Excel and Outlook), with a willingness to learn new software programs.
- Successfully engage with both the public and colleagues in a constructive and supportive manner.
- Adaptability, readiness, and capacity to navigate through demanding circumstances.
- Must possess the capability to collaborate effectively with individuals of diverse backgrounds and personalities.
- Possess the ability to work independently and be self-motivated.
- Must be able to work in all-weather elements.
- Must have current, valid Colorado Driver's License and must be insurable with KCRMA's insurance carrier.
- Ability to read, write, speak, and understand the English language at a level adequate to perform the job.
- Be able to work evenings, holidays, and weekends as needed.

**WORK AND PHYSICAL REQUIREMENTS:**

This position requires work in a variety of locations and conditions, including but not limited to outside patrol of trail system and office environment.

- Constant standing and walking over uneven terrain in all weather conditions to patrol trails; occasional running to address emergency situations.
- Moderate physical activity will be required frequently.
- Work will occasionally be required outdoors in all weather conditions.

- Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces and proximity to moving mechanical equipment.
- Work in an office environment.
- Ability to operate a computer and other office productivity machinery, such as a printer, copier and scanner.
- Ability to lift up to 50 pounds.
- The person in this position needs to occasionally move about inside the office to access file cabinets, supplies, office machinery, etc.
- Have ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motions.

**Candidates are subject to pre-employment criminal background and DMV record review (if applicable), along with possible reference checks.**

**This Employer Participates in E-Verify.**

**HOW TO APPLY:**

Please visit our [website](#) to complete the Employment Application and submit your resume and cover letter.

***\*Applications accepted for this position until August 9, 2024.***