

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency DNR-NATURAL RESOURCES |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) RESOURCE MANAGEMENT |
| 4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1 | 10. Division PARKS & RECREATION |
| 5. Working Title (What the agency calls the position) Lead State Trails Coordinator | 11. Section Operations |
| 6. Name and Position Code Description of Direct Supervisor BLODGETT, JACKLIN; STATE DIVISION ADMINISTRATOR | 12. Unit TRAILS |
| 7. Name and Position Code Description of Second Level Supervisor OLSON, RONALD; STATE BUREAU ADMINISTRATOR | 13. Work Location (City and Address)/Hours of Work TBD / 8:00AM-5:00PM MONDAY-FRIDAY |

14. General Summary of Function/Purpose of Position

Serve as the lead coordinator and liaison for all trail programs for the Parks and Recreation Division. This position will supervise the Upper Peninsula Trail Coordinator, the Northern Lower Peninsula Trail Coordinator, will provide oversight of the southern region of the state trails and will collaborate with field operations staff on trail issues. The section is responsible for, in coordination with PRD field operations and other PRD sections, the statewide Linear Trails, Snowmobile, Off-Road Vehicle (ORV), Equine Water and Pedestrian, Trailways, Pathways and Multi-Purpose Trail programs. The program jointly administers grants and contracts funded through Snowmobile, ORV, and Recreation Improvement funds (RIF), Recreational Trails Program funds (RTP), and other state and federal transportation funds for acquisition, construction, maintenance, and operation of recreation trails. Position serves as State Trails Coordinator for the Department pursuant to 1994 PA 451 (MCL 324.82106).

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

Serve as State Trails Coordinator, designated by Department pursuant to 1994 PA 451. Duties include the state's Motorized Trail Program (ORV, Snowmobile), pursuant to 1994 PA 451, and part 811 and 821 and non-motorized program pursuant to 1994 PA 451, Part 721.

Individual tasks related to the duty:

- Coordinates the implementation of a comprehensive plan for a statewide recreational trail system.
- Coordinate program and program related operation, development and management issues with other PRD Sections, Bureaus, Divisions and Offices in the Department, and with other state and federal agencies.
- Coordinates, in collaboration with PRD section staff, the planning, development and maintenance of the program, and integrate it with other trail programs when possible.
- Oversee and coordinate development of Department and Division guidelines, tools, and standards in coordination with Stewardship, Regulatory and Planning units for trail development, maintenance, and signing.
- Collaborate with Michigan Department of Transportation (MDOT) regarding statewide trail connectivity, including acquisitions, development, and management.
- Coordinate with Regulatory Unit on development of recommendations to the Department and Division for rules, regulations, policies, and statutes regarding all trail programs.
- Facilitates the process for Natural Resources Commission, where appropriate, designation of Motorized and Non-motorized trails for the State Trail Network, Pure Michigan Trails and Trail Towns
- Serve as liaison between the Department and multiple advisory groups including Michigan Trailways Advisory Council and supervise staff services to the Councils
- Coordinate the state motorized trail program including overseeing the grant sponsors and clubs regarding acquisition, maintenance, and development
- Supervise and direct efforts to provide technical assistance to local units of government, and trailway management councils in trail planning, design, development, and operation of non-motorized trails.
- Coordinate with FRD and other divisions as needed.
- Coordinates efforts to develop and maintain communication with citizens and interest groups to build support for trails.
- Coordinate with the PRD field operations and other units with trail maintenance, events, and other related matters.
- Manage special programs (cross country skiing, Iron Belle Trail, etc.)

Duty 2

General Summary:

Percentage: 30

Administration/Serve on the PRD Management Team and Section Chiefs team.

Individual tasks related to the duty:

- Supervise program staff, complete NEOGOV and SIGMA functions for employees under direct supervision.
- Supervise and coordinate trail coordinators covering the Upper Peninsula and the Northern Lower Peninsula motorized and non-motorized trail system
- Implement comprehensive statewide trail plan, grow system measures and partnerships.
- Participate in management of the Division through activities of the Management Team and Section Chiefs group
- Perform Division projects and assignments as directed by the Asst. Chief.
- Assist in analyzing impacts of legislation affecting the Division or Department.
- Assist in developing and implementing budget priorities and strategic plans for the Division.
- Maintain visibility, communication, and information for trail system.
- Facilitate major maintenance jobs, recognize trail talent, achieve goals, and grow system measures.
- Coordinate and collaborate with other Sections Chiefs for field operations, budgets, planning, resource impacts, policy, and human resources.
- Other duties as assigned.

Duty 3

General Summary:

Percentage: 25

Coordinate trails program related to land management issues (trespass, easements, etc.) within Parks and Recreation Division with other PRD Units, DNR Divisions and Offices, and with other state and federal agencies.

Individual tasks related to the duty:

- Coordinate development of recommendations for guidelines, criteria, and policies for trail related land management issues in conjunction with other Units (Stewardship, Regulatory, Planning, as an example)
- Supervise review process to evaluate and advise the Department of trail program impacts of all proposed land transactions (easements, exchanges, leases, sale, etc.) of state-owned lands in collaboration with other PRD and DNR sections.
- Coordinates with Regulatory Unit on long term lease or other agreements for trail use with private landowners.
- Facilitate with Operations and Regulatory staff to address the trespass issues and other land issues related to trails statewide
- Facilitates the process for Natural Resources Commission, where appropriate, land transactions for the Trails Program
- Facilitates the evaluation of railroad rights-of-way and other corridors for railbanking or railways potential; coordinate review of railroad proposals to abandon rights-of-way and respond on behalf of the Department regarding interest; coordinate efforts to obtain funds for acquisition.
- Act on behalf of the Department and serve as liaison with the MDOT and federal Surface Transportation Board to coordinate activities and implement state and federal laws regarding abandonment, rail banking, interim trail use, acquisition, and sale of railroad rights-of-way.
- Supervise administration and monitoring of agreements with local units and various groups to manage state-owned corridors.

Duty 4

General Summary:

Percentage: 15

Coordinates the administration of state restricted Trail funds and federal RTP grants to Department Divisions, local governmental units, and other eligible groups.

Individual tasks related to the duty:

- Coordinate development and approval of guidelines and criteria for selection of grants and projects funded by the state for construction, maintenance, and operation of trails and associated facilities in the State Trail Network
- Develop and maintain a 5-year capital outlay plan for acquisition and development Coordinates the state grant program including local government and other eligible sponsors.
- Develop budget recommendations for operation, maintenance and development based on program needs and available funds for Motorized and Non-motorized programs.
- Coordinate the annual grant program and ensure that they meet the requirements and comply with their purpose
- Oversee review, evaluation, and staff recommendation process; coordinate Department process to review and approve recommendations, as supported by 5-year capital outlay plans.
- Administer and sign grants and agreements to complete selected projects; ensure compliance with state and federal program requirements.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions regarding grants, and subsequent decisions to allow or disallow grant expenditures ensuring that the trail program priorities are consistent with the state trails plan.
 Decisions in collaboration with field operations when on state lands relative to approving or denying new trail miles, spurs, connectors and reroutes.
 Decisions in collaboration with field operations when on state lands regarding approval or disapproval for maintenance and emergency projects.
 Decisions in collaboration with field operations when on state lands regarding development on trails, such as type of surfacing, bridge type, etc.
 As statewide trail coordinator, routine responses to concerns with trails program.
 The above decisions impact the viability of trails, type, and amount of recreational use on specific segments and entire trails, etc. These decisions impact various user groups, adjacent property owners, non-profit sponsor organizations that perform the work, other Department Divisions, local governmental units, and local businesses such as hotels, restaurants, stores, service stations, etc.

17. Describe the types of decisions that require the supervisor's review.

Decisions that are politically sensitive or that may cause controversy with user groups; local units; other Department Offices, Divisions, or Bureaus; or other state agencies are reviewed with Supervisor.
 Decisions that may cause significant, unplanned budget impacts.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Occasional exposure to heat, rain, cold, or snow during trail inspection rides/hikes/activities; may be exposed to rough trails which cause jolts, twists, and turns.
 Daily sitting at desk/computer monitor; daily keyboard use.
 Frequent lengthy days and travel for evening and/or out-of-state Advisory Board, sponsor, and program issue meetings.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

| NAME | CLASS TITLE | NAME | CLASS TITLE |
|------|---------------------------|------|------------------------------|
| | COMMUNICATIONS REP-E | | DEPARTMENTAL SPECIALIST-3 14 |
| | DEPARTMENTAL MANAGER-2 13 | | DEPARTMENTAL MANAGER-2 13 |
| | DEPARTMENTAL MANAGER-3 | | LANDSCAPE DESIGNER-A |
| | LANDSCAPE DESIGNER-E | | NATURAL RESOURCE MANAGER-3 |
| | SECRETARY-A 9 | | |

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Supervise the Trails Section in PRD, which is responsible for managing the motorized and non-motorized trail, Trailways (linear trails) and pathway system for the Department of Natural Resources. The position serves as the Lead State Trails Coordinator.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

A greater expectation on collaboration with the PRD Field Operations on trail planning and maintenance. Aligned PD with position responsibilities.

Combined tasks from duty 2 to duty 1 to align PD with position responsibilities

Duty 3 moved to duty 2 tasks added to align PD with position responsibilities

Duty 4 moved to duty 3, tasks added to align PD with position responsibilities

Duty 5 moved to duty 4, tasks added to align PD with position responsibilities

25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for managing and coordinating the motorized and non-motorized trail program of the Department and administering several state and federal trail related grant programs as well as motorized and non-motorized trail, Trailways (linear trails) and pathway system. This position serves as Trails Section Chief and administrator of state and federal recreation trails grant programs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong ability to communicate effectively and to maintain effective relationships with state and local government officials, interest groups, and private citizens and organizations.

Thorough knowledge of state, federal, and local recreation systems, programs, and relationships.

Thorough knowledge of Department and state and local government organization and functions.

Extensive knowledge of state and federal laws related to recreation and trail programs.

Strong administrative, management and coordination skills.

Demonstrate ability to work effectively with partnership groups.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid drivers license is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

RYAN STARKWEATHER

1/28/2022

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date