

BANNOCK COUNTY

CLASS SPECIFICATION

SOUTHEAST IDAHO PUBLIC ACCESS SITE COORDINATOR

Department: Recreation/Boat
FLSA Designation: Non-Exempt

Pay Grade: 9
Effective Date: 10/06, 8/09

Purpose of Class

To coordinate the fishing and boating access program within Idaho's Southeast Region with access site development partners; to maintain and develop access areas that are safe and appreciated by the public; provides education and information services to access site users; ensure compliance with access regulations; perform related work. This position is provided by Bannock County. The Idaho Department of Fish and Game and the Southeast Idaho Recreational Task Force will provide supervision and other support.

Primary Function

This position involves various skills including; public relations, data collection and compilation, natural resource management, environmental education, access site rule compliance, conflict resolution with access site users, building and grounds maintenance, use of various hand and power tools necessary for site maintenance, supervision of temporary employees and ability to write grant requests and maintain records and reports on access site activities.

Essential Duties and Responsibilities (will vary by assignment)

- Answer questions from anglers and hunters about access site program and fish and game management;
- Plan access site improvements and works with regional staff, state access coordinator and Engineering Bureau to renovate access sites;
- Coordinate with contractors to ensure that projects are completed as requested, analyze and implement access site signing program;
- Participate with, supervise and prioritize work of temporary employees responsible for access site maintenance;
- Collect and analyze information on access site use;
- Ensure compliance with access site rules and regulations;
- Work with other Department personnel and local law enforcement to reduce vandalism at access sites;
- Work with regional Fisheries Manager to hire and train staff for the access program;
- Work with County Waterways representatives and sportsman clubs to determine public input on access site needs;
- Prepare and maintain reports, expense vouchers, records, visitors use records, inventory of equipment;

- Purchase equipment needed for access site maintenance;
- Prepare brochures and procedure manuals;
- Prepare and give presentations on the access program to the public and represent the Department at public meetings.

Other Duties and Responsibilities

- Performs other related duties as required.
- Working some nights, weekends and holidays in all weather conditions.

Acceptable Experience and Training

- Bachelor of Science degree in outdoor recreation or related field.
- Some knowledge of outdoor recreation and natural resource management.
- Background check.

Special Qualifications

- Some knowledge of fishing and hunting techniques and regulations.
- Experience using basic hand and power tools, performing basic construction techniques, operating trucks and mowers, reading blue prints and supervising the work of others as a team leader.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, labels, and package instructions;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of applicator equipment, power and hand tools, make adjustments to equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Bending, stooping, and climbing ladders;
- Sufficient strength to lift objects in excess of 40 pounds and occasionally up to 100 pounds;
- Sufficient body mobility, agility, and flexibility to perform maintenance and applicator operations and perform strenuous activities for extended periods of time in varied weather conditions.