

# DELAWARE & LEHIGH NATIONAL HERITAGE CORRIDOR

## D&L TRAIL & STEWARDSHIP MANAGER

### POSITION DESCRIPTION

<b>Title of the position:</b>	Trail & Stewardship Manager
<b>Reports to:</b>	Director, Trails & Conservation
<b>Compensation Range:</b>	\$46,000 - \$54,000
<b>Term of employment:</b>	Full- Time Exempt

The incumbent is under the general supervision of the D&L President and Director, Trails & Conservation who provide broad programmatic guidance and assistance in policy issues. He/she has wide latitude in program and project development, administration and implementation.

The incumbent will work closely with the Finance Manager and Director, Trails & Conservation. Together they will be responsible for contracting and financial management of related funds.

#### **Overall responsibility:**

The incumbent serves as the developer, responsible planner and resource manager of the D&L Trail. He/she is principally responsible for the successful execution of the design and construction of the trail, including obtaining all appropriate permits, including environmental and historical clearances. He/she also provides leadership and direction in project management to State and Local partners. The person also provides technical support to D&L partners, programs and initiatives. He/she is accountable for successfully negotiating complex projects with interconnected partners, tasks and activities.

The incumbent develops the sequence and content of projects and all aspects of work. He/she resolves conflicts and makes decisions concerning approaches to be taken and methods to be used. Work products are the responsibility of the incumbent who proceeds on his/her own initiative and resourcefulness.

The incumbent is considered an authoritative source regarding professional and technical matters within the scope of his/her assignments.

The incumbent may represent the organization in discussion and meetings with federal, state and local officials and private citizens, at workshops, forums, conferences and training sessions and in discussions with other agency, departmental, and legislative representatives.

In many cases, the incumbent has the delegated authority to reject, approve, amend and change projects and proposals working with Local and State governments or to recommend such actions in other cases. Completed assignments are reviewed to ensure that they meet program objectives and conform to organization and agency policy.

The work of the incumbent may affect long term environmental quality, the social environment, cultural and natural resource protection, local land and management plans, and related matters. The work also impacts and affects the programs and plans of numerous communities in the five county National Heritage Corridor region.

The expertise provided by the incumbent affects the overall ability of the organization to meet program objectives as well as the completion and success of the planning and technical assistance functions provided to clients throughout the Corridor.

**Key areas of responsibility:**

- Direct the development of the 165 mile D&L Trail
- Project Management of trail related to include planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria related to the D&L Trail network.
- Directs the preparation of resource conservation plans as required for the protection of significant resources along the Trail.
- Manages and directs the financial component of the project. This includes finding and seeking funding (including grant writing) to complete additional phases; the monitoring of all contract expenditures; the approval all construction change orders; and assisting in the completion of financial reports, progress reports to funders and grant closeout documentation.
- Reviews, analyzes and resolves funding, environmental and design issues with consultants, contractors, trail managers, regulating and funding agencies. Controversial matters may involve resource protection, political considerations, competing uses for the resource, and/or future operation and uses of the Trail.
- Technical support for D&L Trail partners, volunteers and fellow staff
- Monitors construction activity for compliance to specifications and permits
- Prepares reports, correspondence, and other types of written material on a variety of issues related to Trails. Such reports may be prepared for the D&L, funding agencies, partners, public and elected officials.
- Provide direction for trail maintenance and enhancement. This includes annual maintenance inspections with each D&L Trail landowner to identify maintenance needs and offer technical support and volunteer assistance when necessary.
- Manage D&L Trail Alliance and facilitate meetings of D&L Ownership Council
- Staff liaison to D&L Trail Committee

**Consults with:**

- Executive Director
- Director of Trails & Conservation
- Outreach/Town Coordinator
- GIS Analyst
- All levels of management

**Qualifications:**

- Bachelor's degree in civil engineering, landscape architecture, parks and recreation management or related field.
- A minimum of three years project management experience

- Grant management experience and an understanding of the grant process of federal, state, and county grant programs
- Communication skills, including oral and written reports that are relevant, meaningful and concise in addition to being grammatically correct and mathematically accurate
- Effective meeting facilitation skills
- Good organizational skills and the ability to manage multiple, complex projects
- Ability to work cooperatively with coworkers and a variety of agencies – state, regional and local
- Ability to adapt to changing circumstances
- Ability to work some weekends and evenings to attend partner meetings and support D&L activities and events
- Driver’s license in good standing

**Physical Demands**

Work requires a variety of physical activity including walking, bending, and climbing as required to inspect buildings, trails, parks, and recreation facilities at various stages of completion.

**Work Environment**

Work is performed in a variety of places an office setting, partners/agency office, frequent field work and travel is required.

*The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

ACCEPT:

Executive Director \_\_\_\_\_

Supervisor \_\_\_\_\_

Employee \_\_\_\_\_

Date \_\_\_\_\_