

Position Title: Park Administrator

FLSA Status: Exempt

Reports to: LWC Committee & County Conservationist

Department: Land & Water Conservation



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for the administration, budget, operation and maintenance of the county parks, and of the snowmobile trail maintenance program.

II. Essential Duties and Responsibilities

Administration of County Parks

- Administers and prepares county park budgets.
- Prepares agendas, vouchers, budgets, reports and plans for parks programs.
- Maintains inventory of all County Park equipment and supplies.
- Attends Land & Water Conservation meetings as requested and advises committee on park issues of importance to the county.
- Oversees day to day work of county park employee(s).
- Assists the Parks Caretaker as needed with routine and special parks maintenance and upgrade projects.
- Oversees work of private service contractors performing park maintenance, such as lawn mowing and trimming, and restroom cleaning and supply.
- Writes and oversees the implementation of various grants for park improvement and expansion projects.
- Develops and maintains a Vernon County Parks and Forests Web site/page for the purpose of providing information to the public, and for marketing our parks and campgrounds to increase revenue.
- Develops and maintains park brochures and other marketing publications to further promote Vernon County Parks and Forest properties.
- Works with and assists local non-profit organizations and clubs to develop and maintain special use trails such as the horse trails at Duck Egg and the Mountain Bike (multi-use) trails at Sidie Hollow.

- Assists and writes grants for horse trail and/or mountain bike trail development projects as needed.
- Oversees the operation, maintenance and leasing of the Blackhawk Park concession and boat slip business.
- Oversees the operation and maintenance of public boat launches at Sidie Hollow, Jersey Valley, Runge Hollow, and Blackhawk Park. Writes improvement grants for these launches as necessary.
- Performs annual water tests for all county park wells.
- Meets with various groups (schools, scouts, etc.) for use of parks.
- Bids out for various equipment rentals.
- Works with Land & Water Conservation Committee on long term planning.
- Works with County Forester on timber harvests.
- Plans improvements and expansions, and maintains multi-use trails at all county parks and forests.
- Serves as an advisor to the Coon Prairie Trail Governing Board regarding annual and long-term maintenance and administration of the Coon Prairie Trail and Wayside County Park.
- Prepares meeting agendas, and prepares minutes for all Coon Prairie Trail Governing Board meetings.

Administration of State Snowmobile Trail Maintenance Program

- Submits annual grant application to Wisconsin DNR for maintaining approximately 250 miles of public snowmobile trail in Vernon County.
- Serves as an advisor to the Vernon County Snowmobile Alliance.
- Maintains membership with the Association of Wisconsin Snowmobile Clubs (AWSC).
- Manages the checking account, revenue and expenditures for the Vernon County Snowmobile Alliance.
- Plans and administers the production of Vernon County Snowmobile trail maps.
- Administers the Vernon County Snowmobile trail condition hotline during the riding season.
- Meets with Vernon County Snowmobile Alliance club members and trail bosses a minimum of two times per year to gather vouchers, labor hours, grooming hours, sign purchase bills, brushing and clearing hours, etc.
- Helps clubs write grants for bridge rehabilitation, trail relocation, storm and flood damage to trails and bridges, etc.
- Performs necessary surveys, bids, designs etc. for new bridges, bridge repairs, trail rehabilitation projects and trail relocation projects.

Administration of Vernon County Aquatic Invasive Species Program

- Serves as the go-to person for Vernon County with regard to public questions and concerns about aquatic invasive species in and around our lakes and streams.
- Attends training as needed to learn and understand the various invasive species and the harm they can cause.
- Receives and reads email from a state-wide network of aquatic invasive species experts.

- Writes grants as available for the eradication of invasive species in Vernon County.
- Monitors our lakes and streams for the presence of invasive species, and develops and implements plans for funding and eradication.

Technical Job Certification

- Maintains and works to receive “Conservation Job Approval” for the following practices – waterways, dams, rock rip-rap, and critical area seedings,
- Develops skills to proficiently utilize the “Total Station Survey Instrument” and GPS survey.
- Surveys, designs, bids-out, and oversees construction of erosion control and animal waste projects.

Technical Service Provider – Farm Bill

- Becomes certified to become a “Technical Service Provider” to implement various Federal Programs (conservation planning, installing conservation practices)
- Develops reports to satisfy Natural Resources Conservation Service funding.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and training sessions.
- Performs related work as required or directed.

IV. Physical Demands

About 50% of the time is spent sitting, 30% is spent in physical walking over difficult terrain in all types of weather conditions, sometimes carrying equipment (5 to 30 lb.); 25% - Uses hearing, near vision, and fingering for typing, word-processing, calculators, or other office machines; 10% of the time is spent driving; 10% of the time is spent filing or typing carrying less than 10 lb.; Must be physically capable to operate hand tools weighing 5 to 25 lb. 50% - talks to clients, callers, department staff. 10% - Moves about the office. 5% - Spent standing and reaching in order to perform filling or other duties.

- Involves potential and/or direct exposure to blood or body fluids.

V. Education and Training Requirements

- Graduation from an accredited high school or GED. Bachelor’s degree in watershed management, civil or agricultural engineering, soil and water conservation, soil sciences, natural resources, or a related field and two years experience; and/or a two year degree

from an accredited vocational or technical school in a related field and three years experience; and/or a combination of training and experience which provides the required knowledge and skills.

- Employee must be in the process of becoming certified or have already obtained certification of Natural Resources Conservation Service “Job Approval” for waterways, dams, rock rip-rap, and critical area seedings. Employee must work towards becoming a “Technical Service Provider” for the Natural Resources Conservation Service.
- Possession of a valid driver’s license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.