

POSITION DESCRIPTION

Lake Vermilion Trail Executive Director

The Lake Vermilion Trail (LVT) Executive Director would work under contract for the LVT Joint Powers Board (JPB) on a half-time basis. Compensation would be dependent on qualifications.

Job Summary: Responsible for activities associated with the administration, planning, development, promotion, and maintenance of a paved, non-motorized trail in northern St. Louis County, Minnesota.

Key Functions and Responsibilities:

- Identify and complete applications for appropriate trail administration, planning, engineering, and construction grants, including sustaining funding for coordination work
- Communicate with the public and key stakeholders about the trail, its development, and its promotion, including newsletters, surveys, brochures, correspondence and other documents/media (Stakeholders may include landowners, nearby businesses, government entities, state and federal agencies, potential users, and others.)
- Organize, promote, facilitate, and summarize regular trail committee meetings
- Organize, promote, facilitate, and summarize public meetings as necessary
- Coordinate production of reports/documents/printed materials by writing, designing, and formatting those materials
- Coordinate the trail's social media considerations, including its Facebook page
- Coordinate media considerations, including developing and distributing press releases
- Initiate invoices, purchase requisitions, and supply orders as needed
- Maintain trail contact lists and facilitate mailing processes
- Publish legal notices
- Manage the planning and scheduling of special events and conferences
- Maintain trail library resources
- Organize and maintain project files and databases
- Other responsibilities as assigned by the Board

Position Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Valid driver's license is needed. The requirements listed below are representative of the knowledge, skill and/or ability and physical demands required and environmental characteristics encountered. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Education/Experience: Bachelor's Degree (B.A.) or equivalent in planning, engineering, geography, regional and urban studies, recreation, or similar program from a four-year college or university plus at least two years of experience in community planning, recreation planning, communications, grant writing, non-profit management, or related field.

Transportation: Must have adequate transportation needed to regularly attend meetings at multiple locations. Must be able to accommodate large amounts of papers, brochures, or other similar materials. Work related mileage would be reimbursed at the approved rate (January 2019 =\$0.58 per mile).

Office: Must provide space for office in home or other similar location that has adequate space and equipment (including computer) that are necessary to complete key functions and responsibilities. Must have communication equipment and adequate connectivity, including telephone/mobile phone, Internet connection, and email.

Competencies: Strong communication skills – ability to express ideas clearly and effectively in both written and oral form; proficient keyboarding and computer skills, including electronic mail, word processing, presentations, spreadsheets, graphics, and social networking; self-motivated to work independently and maintain effective interpersonal relationships by being respectful, tactful, cooperative, professional and displaying a positive attitude; highly organized and detail oriented with ability to establish priorities, identify and solve problems and handle multiple tasks simultaneously in spite of interruptions; flexible and adaptable when necessary to modify plans and behavior to meet a goal; ability and motivation to quickly learn new job-related information; ability to prioritize tasks and handle multiple task simultaneously; tolerance for stress – maintain stability under pressure.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence and documents. Ability to design document covers and graphics. Ability to effectively present

information in one-on-one and small group situations to customers, clients and stakeholders.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: Work will be generally performed in a home or similar office. The noise level in the work environment is usually quiet. There will be frequent meetings/events at government offices or similar locations. There are no hazards or unsafe conditions in this environment. Work may also be performed in the out-of-doors in relation to trail layout and contract inspection.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.