

DUTY STATEMENT
Associate Park and Recreation Specialist (APRS)
Statewide Comprehensive Outdoor Recreation Plan (SCORP) and
Land and Water Conservation Fund (LWCF)
Office of Grants and Local Services (OGALS)

This position works under the direction of Staff Park and Recreation Specialist. This APRS will develop, implement, administer, and monitor the SCORP and LWCF program development. Additionally, this APRS will review and analyze competitive applications. As a representative of California State Parks, the APRS will treat members of the public, partners, and the department with professionalism, courtesy and respect. This position may also act as a lead person for Park and Recreation Specialists and/or the SCORP development and LWCF competitive process.

Duties and Responsibilities

- 40% Research, plan, develop, and implement the SCORP program. Identify, develop, and administer objective methods to identify and quantify the need for and benefit of creating new park and recreation opportunities throughout California. Identify statewide priorities and goals (plan) to create new parks and recreation opportunities throughout California, while maintaining and protecting existing park resources. Foster, build and maintain working relationships with various levels of government and non-profit organizations. Manage timelines and due dates. Educate and promote the program using social media. Identify and analyze issues including managing GIS data and program's website and internet clearinghouse of statewide park and recreation success stories. Use data in developing written and verbal recommendations. Compose requests for proposals, letters, announcements and reports. Relay press, legal and legislative inquiries to Chief with copies to Supervisor and Manager.
- 30% Evaluate LWCF and other competitive grant application proposals: Evaluate, rank and recommend projects to be selected or not selected for funding. Conduct comparative analyses and analyze project applications for technical accuracy, adequacy of project justification, and compliance with program criteria including CEQA. Conduct pre-award site inspections, as needed. Document inspection findings through photos, reports, and other means.
- 20% Engage in public outreach: organize, manage logistics, and conduct focus groups, public hearings, and technical assistance workshops. Develop informational brochures and technical assistance materials. Prepare and present formal presentations at conferences or meetings of recreation professionals, elected officials, or other interested parties. Work with the National Park Service and potential SCORP Partners such as Trust for Public Land, GreenInfo, and the California State University System. Develop and monitor contracts with potential SCORP development service providers. Participate in OGALS teams, workgroups and trainings related to development and implementation of the SCORP and LWCF grant program.
- 10% Assist with and participate in Department programs, planning, teams, committees and training.

Signature _____

Date _____