

DIVISION ADMINISTRATOR SENIOR

ARIZONA STATE PARKS AND TRAILS

Managing and conserving Arizona's natural, cultural and recreational resources for the benefit of the people both in our parks and through our partners.

To learn more about Arizona State Parks and Trails, visit our web site at azstateparks.com.

Arizona State Parks and Trails protects and preserves 30 State Parks and Natural Areas. The agency also includes the State Trails Program, outdoor-related Grants Program, the State Historic Preservation Office, as well as the Off-Highway Vehicle Program, and more. Arizona State Parks and Trails provides over 1,400 camping and RV sites throughout the parks and manages 8 of the top 25 most visited natural attractions in Arizona.

DIVISION ADMINISTRATOR SENIOR

GRANTS & TRAILS DEPARTMENT

Job Location:

Address: 1110 West Washington St, Suite 100, Phoenix, AZ 85007

Posting Details:

Salary Pay Range: \$78,000 - \$141,000 / per year
(depending on experience)

Grade: 28

Closing Date: March 14, 2025

Job Summary:

The position will assist in planning, organizing and directing the management of statewide trails and grant programs related to outdoors. Work requires long range planning, soliciting outdoor recreation projects to apply for funding under our grant programs, and develop partnerships within state parks, throughout the state and nationwide (Federal Highway (FHWA), National Park Service (NPS) and nationwide efforts to better administer and manage the grant programs. Supervises, plans, directs and assists with the management of the administration of our grant programs. Duties include but are not limited to:

- a) Establish and maintain inter agency partnerships
- b) Continually review and improve processes and procedures related to grant programs
- c) Searches for other grant opportunities to assist parks with their needs
- d) Conduct site visits for grant compliance
- e) State Parks Liaison with the Arizona Department of Transportation (ADOT) Environmental Planning Group and fiscal staff.
- f) Provide technical assistance within our agency, local communities and organizations statewide
- g) Works with other states and our national partners (NPS/United State Forest Service (USFS)/Bureau of Land Management (BLM)/FHWA) to provide nationwide training on best practices
- h) Works closely with ASPT development in assisting with grants related to capital projects.

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures.

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, and commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona unless an exception is properly authorized in advance.

Job Duties:

Duties include:

- Supervises, plans, directs and manages the administration of grants as it relates to the Recreational Trails Program, Land and Water Conservation Fund, Off-Highway Vehicle Program, Arizona Trail Fund and other grant opportunities that are administered by Arizona State Parks and Trails.
- Develops and manage budgets including contract development, project status and collection of data related to trails and grants.
- Conducts site visits for grant compliance as part of our stewardship responsibilities.
- Conduct inventories and assessments of statewide trails, outdoor recreation facilities, natural areas and other resources.
- Develop agenda and works as liaison with advisory groups (AORCC, ASCOT and OHVAG).

- Identifies, establish and cultivate partnerships with agencies and organizations throughout the state as it relates to trails and outdoor recreation.
- Provide technical and consultation assistance to local communities and organizations statewide.
- Identify compliance issues particularly with the Land and Water Conservation Fund and work with partners to bring grant funded projects into compliance.
- Works closely with the National Park Service and sponsor to come up with a solution to resolve these issues.
- Assists with required statewide planning efforts, the State Comprehensive Outdoor Recreation Plan and Statewide Trails Plan.
- Implements this plan once it is approved statewide.
- Works within the Grants and Trails Section, central office, ASPT field staff, and other states to continually improve and find efficiencies to better manage our grant programs.
- Conducts workshops and meetings for grant applicants and recreational users.
- Represents ASPT with trails groups, federal agencies, tribal governments and municipalities throughout Arizona.
- Completes required federal and annual state reporting as they relate to grants. This includes annual financial reports, ARPA reporting, performance reporting and quarterly relief fund (ARPA) reporting.
- Updates the governor's office of strategic planning on all appropriated state funding on a bi-monthly basis.
- Establishes section wide metrics on a yearly basis and coordinates with staff to meet these goals.
- Other duties as assigned as related to the position

Knowledge, Skills & Abilities (KSAs):

Knowledge of:

- Best practices in grant and outdoor recreation management.
- Contract development and project management
- Budgeting
- Meeting facilitation
- Knowledge of trail construction and design
- Research and planning, including natural resources and recreational policy including legislation, trends, and issues
- Land use and land management
- Knowledge of processes related to capital projects
- Knowledge of CFR 200
- Knowledge of federal reporting systems (grant solutions/grants.gov)
- Knowledge of on-line grant system

Skills in:

- Organizing and operating effective meetings and training
- Skills in strategic planning
- Interpersonal communication and building partners
- Public Speaking
- Writing required reports, articles and publications
- Developing and continually review and updating policies.

Ability to:

- Collaborate and build relationships with partners including federal, state, and local community organizations
- Analyze situations and problems and make sound judgments, taking appropriate action
- Research, analyze and incorporate best practices.
- Mentor and develop staff
- Communicate clearly and effectively both orally and in writing
- Mediate issues with staff, agency support organization and other agencies
- Travel statewide and nationwide
- Ability to obtain and maintain an Arizona Driver License.

Selective Preference(s):

- Supervisory experience.
- Grant administration experience. Collaborating with other agencies and develop partnerships.
- Degree in Parks and Recreation, Natural Resources or related field.

Pre-Employment Requirements:

-Must possess and / or obtain and maintain a current Arizona Driver's license appropriate to assignment as driving of a vehicle as an essential function of the job to conduct State business.

This position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply: Driver's License Requirements.

All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).

Benefits:

The State of Arizona provides an excellent comprehensive benefits package including:

- Affordable medical, dental, life, and short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans
- Parental Leave - Up to 12 weeks per year paid leave for newborns or newly placed foster/adopted child.

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

Learn more about the Paid Parental Leave pilot program [here](#).

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

Eligible for Arizona State Retirement System pension. Enrollment eligibility will become effective after 27 weeks of employment for newly hired State of Arizona employees.

Contact Us:

Recruitment@azstateparks.gov

The State of Arizona is an Equal Opportunity/Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by calling (480) 604 -7331. Requests should be made as early as possible to allow sufficient time to arrange the accommodation.

Having trouble applying for this position?
Email HRIShelpdesk@azdoa.gov or call (602) 542-4700 for assistance.