

## PARKS AND RECREATION CONSULTANT

This is consultative work in the promotion and development of public, private, and commercial recreation programs and facilities. As regional consultants, employees provide advisory services including participation in the planning and developing of comprehensive recreational programs for municipalities, counties, and private industries, and assistance in the application for and administration of federal financial resources supporting these efforts in the assigned geographic area. As staff consultants, employees serve as specialists in therapeutic recreation, staff development, or other designated area providing support to regional staff and specialized consultative services to municipalities, counties, and private industries. Work involves analysis and evaluation of recreation needs and proposals in order to develop recommendations for the legal establishment, funding, construction, and maintenance of recreation areas, facilities, and programs.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments may address one component of parks and recreation operations such as funding, program development, or facility development, or may involve a comprehensive review of available services relative to needs. Work assignments vary based on nature of requested assistance but all relate to the promotion and development of recreation programs and facilities.

Intricacy - Work requires analysis of data and information pertaining to social structure, available funding, and administrative functions related to the delivery of recreation programs in order to identify alternate courses of action and to select most appropriate recommendation. The data and information varies somewhat from assignment to assignment due to differences in the characteristics of concerned local governments and the level of service desired.

Subject Matter Complexity - Work requires an understanding of the concepts and practices associated with the development and operation of recreation programs and facilities including administrative requirements.

Guidelines - Guidelines include textbooks and other professional publications, operational guidelines, procedures governing the application for and administration of federal financial resources, and departmental policies and procedures.

### II. RESPONSIBILITY:

Nature of Instructions - Employees receive instructions on priority/special projects concerning expected results and priority status. Activities related to regular assignments are conducted with considerable independence with unusual or policy issues referred to supervisor.

Nature of Review - Work is reviewed periodically through conferences and review of reports to ensure compliance with division and department goals, policies, and procedures, through periodic on-site visits by supervisor, and through assessments of level of service provided through discussions with clients.

Scope of Decisions - Project reports and resulting recommendations are presented to local government officials, administrators, and program managers for their consideration. Evaluations of applications for and administration of federal financial assistance are forwarded to appropriate grant analysts with any appropriate recommendation.

Consequence of Decisions - Errors in work can result in the misallocation of financial and human resources by clients to the development of less desirable recreational alternatives and could result in delaying the receipt of federal financial assistance.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with local government officials, administrators, planners, and program staff, representatives of other State agencies, representatives of private industry, and members of the general public.

Nature and Purpose - Primary purpose of contacts involves collecting information on problem(s) on which clients request assistance, presenting and explaining recommendations, and describing methods of implementing recommendations.

IV. OTHER WORK DEMANDS:

Work Conditions - Most work is accomplished in a normal office setting but occasionally requires inspection of sites which exposes employees to the weather and other mildly disagreeable elements.

Hazards - Work requires travel and employees be exposed to normal driving hazards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the objectives and techniques of recreation as a part of community life. General knowledge of the methods and procedures of planning and developing a recreation program for areas with some diversity in interests and resources, and of the legal aspects and laws pertaining to recreation. Ability to: investigate existing conditions and analyze situations in order to formulate meaningful recommendations for improvement or development of a recreation program; communicate effectively in oral and written form; and establish and maintain effective working relationships with private citizens, representatives of public and private agencies, government officials, and professional, civic, and service groups.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in recreation or related field and three years of experience in recreation programs, two of which must have been in an administrative or consultative nature; or an equivalent combination of education and experience.