



Revision Date: July 31, 2017

Job Title: Regional Representative

Supervisor: Associate Director of Trail Operations

F.L.S.A.: Exempt

Summary: The Regional Representative serves as PCTA's primary staff facilitator in the region. He/she is responsible for developing and maintaining the organization's programs to ensure excellent maintenance, management, and protection of the Pacific Crest National Scenic Trail (PCT) and its related facilities. This position facilitates the cooperative work of the agencies, partners, and volunteer groups responsible for the PCT experience as established through the National Trail System Act and the policies, history, and traditions of the Trail. The Regional Representative carries out the policies, procedures, and positions established by the PCTA and works with the trailwide PCTA team to develop and refine that direction. Where applicable, the Regional Representative supervises staff working from the regional office, as well as volunteers within the region. The Regional Representative works with partners within the region to collect information, establish priorities, and develop strategies that allow regional partnerships to accomplish broad overall goals for the PCT found in PCTA's Strategic Plan.

Essential Job Functions and Tasks:

Partnerships

- Serve as a catalyst and coordinator for agency, nonprofit partners, and volunteers
 - Establish and support regular means of communication and planning
 - Work as a primary source of expertise, information, and direct assistance
- Establish productive working relationships with agency partners at all levels, from field-level staff to unit-level office staff, responsible for the administration of the PCT. This may include the U.S. Forest Service, National Park Service, Bureau of Land Management, California State Parks, and other federal, state and local government agencies
- Develop partnerships with other organizations that support the work of the PCT, its facilities, and related system trails

Volunteer Programs

- Working with the Volunteer Programs Assistant, oversee the regional volunteer programs including program development, recruitment, training, certification, safety, recognition and tracking of volunteers and partners as well as building alliances with other organizations to coordinate PCT projects and maximize benefits.
 - Cultivate existing and potential volunteer leaders to develop their knowledge and skills in the broad range of areas that are critical to the PCT. Provide volunteer leaders with support, opportunities to gain more training and experience, and connect them with resources.



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Trail and Facility Management: Maintenance, Construction, and Reconstruction

- Coordinate and execute a program of work with volunteers and agency partners. The program of work may consist of trail and facility maintenance and reconstruction, trail relocations, or visitor use management projects proposed by agency partners, volunteer groups, and PCTA that have direct and indirect effects on the PCT experience.
- Coordinate across agency boundaries to bring consistency to trail management activities such as trail signage, visitor use management, and fire closure protocols

Trail Protection

- Identify and effectively respond to internal agency management proposals that have impacts on the PCT and lands surrounding the trail for the benefit of the trail experience. This may include vegetative management projects, recreation permitting and management, grazing allotments, infrastructure development and travel management planning.
- Identify and effectively respond to external proposals that have impacts on the PCT and lands surrounding the trail for the benefit of the trail experience. This may include residential, commercial and industrial development, power lines, wind and communications towers, and highway projects.
- Maintain a comprehensive understanding of relevant management legislation and policy and how it applies to PCT management.
- Support efforts to manage users on the trail and their impacts on resources and facilities, including work with partners to discourage unauthorized use

Land Protection

- Support PCTA's land acquisition efforts through collaborative work with PCTA's Director of Land Protection including regular review of local acquisition needs and maintaining a list of acquisition needs and priorities
- Carry out Optimal Location Reviews with agency partners, as needed, to ensure that the trail is in the best location and the trail experience is protected into perpetuity

Public Information

- Act as a spokesman for the organization and the trail in a wide range of forums including with agency partners, partner organizations, elected officials, and the public.
- Serve as the primary source of information regarding the trail conditions and other public information for the Trail Information Manager.
- Be knowledgeable about the physical trail, its important features, and the trail experience offered by the PCT within the region



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Resource Development

- Effectively manage regional budget and related reporting requirements
- Develop and supports efforts to seek new resources to accomplish the work in coordination with the PCTA leadership, resulting in new sources of volunteers, materials, methods, and funding
- Meet with local interest groups and decision-makers to address any actions that may positively or negatively affect the PCT, related facilities, and the user experience.

Required Qualifications

Education and Training:

- Bachelor's degree in natural resource or environmental management, outdoor recreation management, planning, public administration, environmental education or related field, or commensurate experience
- Advanced study in these areas or training in specific areas through agency or professional training programs is desirable

Experience:

- Minimum of five years of relevant professional experience or eight years of substantial volunteer experience
- Familiarity with agency land management systems and processes
- Trail design, construction and maintenance skills
- Experience in recruiting, training and managing volunteer and corps trail crews
- Excellent written and verbal communication skills including significant ability to influence others for the benefit of the PCT and PCTA
- Proven collaboration, negotiation, and conflict resolution skills
- Excellent organizational skills with ability to prioritize work for self and others
- Basic understanding of project and team management and participation
- Ability to perform physical trail work
- Ability to work independently as well as part of a team
- Ability and willingness to work and travel and have a variable schedule including weekends and evenings, on the PCT in remote, backcountry locations, sometimes traveling alone.

Desirable

- Experience in analysis and response development for agency planning processes
- Experience working with public land management agencies
- Experience using complex GIS and resource management data programs
- Experience supervising seasonal employees



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- Experience working with youth in trail or environmental work, environmental education, backcountry travel or service learning
- Certification and proficiency in technical construction skills such as chainsaw operation, crosscut saw certification, wilderness medical training, winch use and rigging, stock packing, etc.

Physical Requirements:

- Must be able to hike on the PCT for up to several days at a time
- Be able to work alongside volunteers using a variety of trail tools
- Travel off trail when scouting or planning reroutes for the PCT
- The ability to sit for several hours at a time working on a computer

Typical Working Conditions:

The Regional Representative works under the direct supervision of the Associate Director of Trail Operations; however, he or she will be expected to prioritize his or her work to meet day to day demands and ongoing assignments effectively. This person is expected to communicate regularly on work projects and seek advice on new or controversial aspects of the work. PCTA fosters a collegial work environment within a management team that includes volunteers, board members and other volunteer leaders and staff, as well as our agency partners in the project. This position is office-based and will work from a satellite office located within the region. Travel throughout the region and to meetings that are trailwide is a regular part of the position. Regular overnight travel is to be expected, as is an irregular work schedule that will include weekend and evening work. Regional Representatives are expected to supply dependable transportation and will be reimbursed on a mileage basis for the use of their personal vehicles.

Equipment Used:

- Office equipment, including laptop computer, printer, copier, and scanner
- Trail tools, including:
 - Hand tools such as Pulaskis, McLeods, pick mattocks, rock bars, sledge hammers, shovels, and crosscut saws
 - Advanced tools such as chain saws, brush saws, pionjars, boulder busters, and griphoist systems

Disclaimer:

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



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All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance _____ Date _____