

EAST BAY REGIONAL PARK DISTRICT

RESOURCE ANALYST **(Trails Development)**

GENERAL FUNCTION:

Under direction, to support the Trails Development program by analyzing, monitoring, researching, and coordinating varied trail related projects.

ESSENTIAL FUNCTIONS:

Assists Trails Development Program manager with a variety of trail related projects or assignments: performs research, provides analysis, collects data, conducts field and resource assessments, makes recommendations; maintains records, logs; prepares reports and writes correspondence; coordinates with other District departments and outside agencies; monitors budget, tracks expenditures; attends meetings, represents District, makes presentations. Works with the Trails Coordinator to implement the Ivan Dickson Volunteer Trail Maintenance Program.

OTHER FUNCTIONS AND DUTIES:

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university, with major work in the discipline related to prospective duties; and

Experience: One year of experience performing difficult research or work in any one of the fields related to the prospective duties.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of trails management. Ability to investigate and analyze situations, plan and organize research; to coordinate research with other District departments and other agencies. Ability to speak and write effectively. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. This position may be required to work occasional evening and/or weekend hours for meetings, presentations or special events; may be required to wear a District uniform.

REPORTS TO: Trails Development Program Manager.

SUPERVISES: May supervise seasonal classifications and/or volunteers.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$4,278.63 – \$4,649.13
Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04
Revision Approved by General Manager: February 17, 2009