

DATE: AUGUST 19, 2020
DEVO200004
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ASSIST IN WRITING OF MANDATED POLICY PLANS TO ASCERTAIN STATEWIDE PUBLIC OUTDOOR RECREATIONAL TRENDS, NEEDS, AND DEMANDS. OTHER DUTIES AS REQUIRED. MUST HAVE KNOWLEDGE OF PROJECT DEVELOPMENT AND MANAGEMENT; GRANT PROCESS; REGIONAL & LOCAL PLANNING & LAND USE MATTERS; BE FAMILIAR WITH COMPUTER SOFTWARE SUCH AS AUTOCAD, ARCGIS, ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR; ABILITY TO REVIEW GRANT APPLICATIONS AND FINANCIAL RECORDS FOR ACCURACY AND COMPLIANCE WITH ESTABLISHED GUIDELINES; BE ABLE TO DIFFERENTIATE AND CRITIQUE SITE, FLOOR, ELEVATION, SECTION, PROFILE, AND DETAIL PLANS AND MATERIAL/ CONSTRUCTION SCHEDULES; ABILITY TO ESTABLISH AND MAINTAIN WORKING RELATIONSHIPS AT THE FEDERAL, STATE, AND LOCAL LEVELS; ABILITY TO CLEARLY EXPLAIN GRANT RPOGRAMS AND PLANNING DOCUMENTS BOTH VERBALLY AND IN WRITTEN FORM.

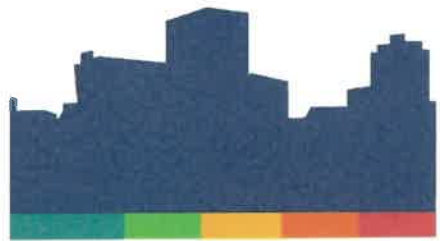
REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR OR AREA(S) OF STUDY IN ARCHITECTURE, LANDSCAPE ARCHITECTURE, GEOGRAPHY, GEOGRAPHICAL INFORMATION SYSTEMS, COMPREHENSIVE OR LONG-RANGE LAND USE PLANNING, OR PARKS, OPEN SPACE AND RECREATION PLANNING, OR ACCREDITED COLLEGE GRADUCATION WITH EXPERIENCE: TWO YEARS OF FULL-TIME OR PART-TIME PAID PROFESSIONAL WORK IN ANY OF THE FIELDS ABOVE. SUBSTITUTION: A MASTER'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY SUBSTITUTE FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 015 \$32,721.96 - \$60,534.96

DEADLINE:

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
THOMAS MCCLURE
DEPT. OF COMMERCE
BUILDING 3, SUITE 600
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DEVO200004 ON APPLICATION



west virginia
cad



1900 Kanawha Blvd. East
Building 3, Suite 700
Charleston, WV 25305
(304) 558-2234
www.wvcad.org

COMMUNITY ADVANCEMENT AND DEVELOPMENT
A DIVISION OF THE WV DEVELOPMENT OFFICE

POSITION DESCRIPTION

LWCF PROGRAM MANAGER

General Description:

Manage the Land and Water Conservation Fund (LWCF) program, including design, implementation, and administration of program activities.

Essential Duties and Responsibilities:

- Provide technical assistance to client representatives of state or local units of government in the design development of candidate Land Water Conservation Fund (LWCF) projects. Work includes providing or assisting with locational decisions or their alternatives regarding land suitability, environmental review, drawing organization, construction specifications, project functionality, project financing and detailed budgeting. Collaborations with others may require or assist the development or presentation of surveys, workshops, public meetings, public hearings or work on advisory committees.
- Plan, design and conduct project selection and property management responsibilities for parks, recreational facilities and other public open spaces for candidate or funded projects of the LWCF program. Assist in development, review or presentations for other state or federally-assisted large-scale projects, as directed.
- Provide LWCF program administration under National Park Service (NPS) general requirements and federal regulations. Assist or prepare the writing of mandated policy plans to ascertain statewide public outdoor recreational trends, needs and demands.
- Assist, prepare or administer grant selection criteria. Screen candidate LWCF construction or acquisition projects with respect to their physical, functional, environmental, legal and operational merits for recommendation to the NPS, within the limits of federal-state apportionments.
- Prepare contract documents for LWCF projects awarded by the NPS. Provide technical assistance to LWCF grantees in construction bidding and scheduling.
- Perform regular, on-site inspections for awarded projects during construction to determine work progress and conformance to design specifications. Prepares federal financial and administrative reports to the NPS on a quarterly basis.
- Provide regular, on-site inspections of *all* previously assisted or acquired LWCF project sites for evidence of land conversion, mismanagement or other noncompliant behavior with respect to federal rules and regulations. Prepare administrative report to the NPS on an annual basis. Serve as senior project coordinator with attorneys, client governments and their representatives, property appraisers and federal administrators on federally-required land conversion amendments and environmental reviews that may be sensitive or technically complex.

Reporting Structure:

Reports directly to WV CAD Infrastructure Unit Manager.

Knowledge, Skills, and Abilities:

- Knowledge of state and federal grant-in-aid and/or technical assistance programs for community and economic development.
- Knowledge of regional and local planning and land use matters.
- Knowledge of computer software such as AutoCAD, ArcGIS, Adobe Photoshop, Adobe Illustrator.
- Ability to differentiate and critique site, floor, elevation, section, profile, and detail plans.
- Ability to comprehend material and construction schedules.
- Ability to supervise the work of others.
- Ability to develop state grant-in-aid and/or technical assistance programs.
- Ability to work effectively with local, regional, and state officials and community leaders to identify community development needs.
- Ability to train local officials in program requirements and guidelines.
- Ability to review grant applications and financial records for accuracy and compliance with established guidelines.
- Ability to speak before public meetings to explain state and federal grant-in-aid and/or technical assistance programs.
- Ability to prepare written reports.

Minimum Qualifications:

- **Education:** *(Required)*
Graduation from an accredited four-year college or university with a major in architecture, land use planning or landscape architecture. Masters degree preferred.
- **Experience:**
 - Four years of full-time or part-time equivalent paid professional experience in grants development or grants administration, delivery of technical assistance programs, industrial development, community development, planning, project administration, business administration, public administration or criminal justice.
 - Graduate training in the area of assignment may be substituted on a year-for-year basis.

This position description is not a contract and may be adjusted as deemed appropriate in the employer's sole discretion.

CAD reserves the right to alter and change this job description and duties due to the changing work environment or conditions of federal and state regulations.

My signature below acknowledges that this Position Description was given to me and reviewed as to position expectations and performance standards:

Signature of Employee

Date

Signature of Supervisor

Date