

Natural Resources Specialist (Recreation), GS-401-12  
(State Recreation Program Lead)

## **INTRODUCTION**

This is a recreation management professional standard position, with an emphasis on Recreation Program leadership and management, located in a Bureau of Land Management (BLM) State Office. The position has staff responsibility for the recreation and visitor services programs throughout the State Office's jurisdiction. The position serves in a variety of roles which provides on-the-ground assistance, policy, technical guidance, training, education and organizational assistance to the principle staff of the State Office and District/Field Offices.

The incumbent is responsible for technical assistance and direction, policy guidance and program development, budget strategy, development and distribution, and accomplishment monitoring in recreation programs such as recreation maintenance, recreation construction, recreation acquisition, recreation planning, recreation inventory, partnerships, fee collections, tourism, grants, interpretation, recreation permits, and accessibility. The incumbent provides technical guidance and assistance to field personnel; advises the State Director and staff on program needs, priorities, direction, and emphasis. The incumbent develops strategic budget plan issues and performance directives related to the recreation and visitor services programs, analyzes budget unit submissions, and makes recommendations on tasks to be included in the state consolidated submission. Coordinates with District/Field Offices on budget submissions and provides guidance and instruction concerning recreation operation budget classes 1220 and 1232. The incumbent coordinates closely with the travel and transportation management coordinator to achieve recreation travel management objectives on a statewide basis.

The primary purpose of recreation management is the work associated with providing for quality recreation opportunities while assessing the effect of recreation on wilderness, timber, range, soils, water, and wildlife; assessing recreational use compatibility with commercial activities such as mining, surface mineral excavation, and grazing; balancing competing public and private goals for recreational development, commercial development, and natural resources preservation; planning and managing appropriate public access and facilities for recreation opportunities while sustaining natural resources values; correcting damage caused by overused or unplanned recreation; and guiding public recreation users on natural resources values and responsibility for land stewardship. In order to accomplish the primary directive, close coordination is required with other resource programs such as wildlife, cultural, minerals, external affairs, law enforcement and support services at all organizational levels.

## **MAJOR DUTIES**

### **1. Recreation Program Management and Coordination-30%**

Coordinates the efforts of all Field Offices of the BLM within the state involving the recreation and visitor services programs to insure consistency with other BLM States and Washington Office program direction. Coordinates the BLM's Recreation and Visitor Services efforts with local government, state agencies, other Federal agencies, and the public. Serves as the BLM representative on interagency committees to discuss planning, management policies and procedures relating to recreation and visitor services, management. Negotiates cooperative

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management agreements and memoranda of agreement with other entities or constituents interested in public land management. Researches background and originates replies to Congressional inquiries, sensitive issues raised by special interest groups and requests for information from the public. Maintains relationships with user groups, advisory boards, government officials, other agency personnel and professional organizations. Represents the Division and the State Director at meetings and provides information as needed. Reports findings and makes recommendations to remedy identified problems.

Provides direction and leadership for preparation of recreation and visitor services, including permitting and planning, environmental coordination processes and documents including Resource Management Plan (RMP) amendment and implementation management plans. Such plans can be statewide, regional or local in scope. Coordinates data needs for recreation inventories and identifies data gaps and strategies to collect required data.

Prepares annual information on the State's BLM Recreation and Visitor Services program. Responsible for the compilation of Recreation Management Information System (RMIS) computer reports and coordinates with District/Field Offices to obtain and update information. Monitors use of funds and the workload metrics (e.g. workload and performance measures) in the recreation program, and records in the appropriate data base. Provides recommendations on the allocation of budget resources to ensure that statewide priorities are accomplished. Monitors progress and execution for overall recreation management program consistency in relation to goals and objectives on a statewide basis.

Coordinates with the Field Offices, State Offices, and other agencies regarding needs and preparation of related recreation signing, brochures, maps displays, and other public information and outreach materials. Monitors and prioritizes the outreach materials needs of the recreation program, and participates in reviews of the materials produced.

Maintains a high level of awareness and involvement in recreation and visitor services program objectives, needs and national, regional and local trends.

## 2. Technical Guidance/Policy Development, 30%

Provides policy direction, technical guidance, and assistance to the District/Field Offices for recreation inventory, planning, interpretation, promotion, permitting, management, monitoring, or activities within those office's areas of management responsibility. Develops written statewide policies and professional procedural guidance and standards and provides input into planning, budget, and environmental analysis documents for the recreation and visitor services programs. Provides technical assistance to District/Field Offices on recreation management by developing conferences, workshops, staff training, and grant proposal's to ensure field support. Coordinates with other resource specialists to determine the extent and complexity of monitoring and inventory studies needed to manage recreation in a responsible manner.

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3. Lead Role/National Initiatives, 20%

Represents the State on the national Recreation and Visitor Services Advisory Team (RVSAT) and is responsible for facilitating the implementation of the BLM's priorities for recreation and visitor services work plan and the Unified Strategy within the state. Works on national level policies and guidance as part of the team responsibilities. Serves as the State's principle advisor on the Federal Fee Program, Special Recreation Permits, recreation planning, and the Recreation Management Information System programs.

4. Budget and Annual Work Plan, 15%

Performs administrative and program management work to ensure that the assigned recreation program areas are incorporated into other programs. Monitors the recreation and visitor services management programs and provides recommendations on the allocation of budget resources, to ensure that statewide priorities are accomplished. Monitors progress and execution for overall recreation program consistency in relation to goals and objectives on a statewide basis. Develops recommendations to management concerning the current and upcoming year's recreation budget funding and priorities. Integrates recreation funding across administrative boundaries throughout the state, and recommends appropriate actions to resolve conflicts and meet the objectives of the Bureau's strategic plan.

## **FACTORS**

Factor 1 - Knowledge Required

FLD<sup>1</sup> 1-7, 1250 points

- Knowledge of political, social, psychological, economic, and legal principles, which influence recreation management decisions and ability to work effectively with various publics to achieve a balanced program.
- Knowledge of professional land management principles, practices, and concepts sufficient to analyze and advise on the development and execution of recreation plans and programs, evaluate the effects of recreation use on other resource programs, and evaluate the public lands under management for their potential for recreation activities.
- Professional knowledge of the principles of outdoor recreation resource planning and management is needed for guiding and reviewing the evaluation of recreation activities and use on public land. Thorough knowledge and understanding of recreation planning, recreation inventory, visitor use capacity, visitor services, benefits based management, Recreation Opportunity Spectrum (ROS), Visual Resource Management (VRM) systems, recreation activity management plan development, recreation permit administration, interpretation and environmental education as they apply to recreation and visitor services. Professional knowledge of land use planning processes and the requirements of the National Environmental Policy Act (NEPA) as it pertains to BLM-administered lands

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<sup>1</sup> Factor Level Description

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and the ability to understand, develop and implement State directives for the recreation management program.

- Thorough knowledge and understanding of BLM, national, State Office and District/Field Office policies, goals and needs regarding the recreation and visitor services program management on public land. This includes Federal and State laws, regulations, Executive Orders, CFR 2930 and 8300, Solicitor's opinions, case law, manuals, policies, NEPA regulations, Departmental and Bureau manuals, instruction memoranda, administrative procedures, and information bulletins, and policy directives.
- Knowledge of trends in outdoor recreation and needs of diversified groups in order to meet the recreational needs of the public, including the physically challenged.
- Working knowledge of the BLM budget process including the Annual Work Plan, and a detailed understanding of recreation and trails related Workload Measures and Performance Measures. Incumbent must have the experience and judgment to plan, organize, and review work; must be able to adjust work schedule to meet new requirements and unforeseen situations; and must be able to hear and respond to employee suggestions on recreation and visitor services management.
- Comprehensive knowledge of laws, BLM regulations and policies regarding the application and expenditure of contributed funds.
- Thorough knowledge of data analysis, data synthesis and technical writing necessary to prepare end-of-year reports and other documents for the field.
- Knowledge, skill, and ability to use computers and automated systems for a variety of functions including word processing, data bases, graphics design, and communication (including Internet).
- Knowledge and ability to communicate effectively with a multi-disciplinary group in a knowledgeable and accurate manner, both orally and written, and with peer professionals in Federal, State and local agencies, as well as with special interest advocacy groups and other concerned individuals. Incumbent must have a high level of interpersonal skills. Incumbent must have knowledge and high level of understanding with regard to interpretation, education, and outreach related to recreation management,
- Knowledge of and ability to utilize techniques of organization, direction, and coordination necessary to guide the recreation and visitor services management program through available staff channels, within a dispersed multi-level organization. Incumbent must have knowledge and facilitation techniques to effectively resolve issues between agency, public interest groups, organizations and individuals.
- Knowledge of the Federal Budget Process, BLM cost accounting systems, program planning, and grant applications and procedures. Skill in conducting recreation and visitor preference inventories,

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- Skill in working with other people, including BLM employees, representatives of other agencies or organizations, and the public. The ability to coordinate with BLM District/Field Offices to facilitate constructive improvements in the recreation and visitor services management program is essential. Incumbent must be able to work with a variety of polarized interest groups in stressful situations, to remain objective, and to utilize problem solving techniques.
- A strong ability to communicate effectively orally and in writing. Must have the interpersonal skills necessary to effectively communicate, participate in group discussions, and contribute in teamwork situations, In addition, writing skills are necessary to transmit often complex information to a variety of audiences in a clear, concise, and complete manner,
- Ability and initiative to take personal responsibility to accomplish quality work in a timely and effective manner; to see what needs to be done and do it in a coordinated and professional fashion.

Factor 2 - Supervisory Controls

FLD 2-4, 450 points

The work is done under the general supervision of the Deputy State Director for Resources and in close coordination with other state program leads. The employee independently follows standard work procedures, initiates assistance or projects as opportunities arise, and responds to requests in a proactive manner. The incumbent has wide latitude for independent actions on a majority of the duties,

The employee uses a high degree of individual initiative to carry out most work activities. Primarily handles work independently according to policies, previous experience and training, or accepted practice. The employee has the opportunity to personally shape the work and the day-to-day accomplishments to fit the incumbent's individual style and the specific needs of the customers. Supervision generally is limited to occasional checks and to unusual situations or problems.

Factor 3 – Guidelines

FLD 3-4, 450 points

Guidelines include Federal and state laws and regulations, Executive Orders, CFR 2930 and 8300 and other regulations, Departmental and BLM manuals, instruction memoranda, information bulletins, policy directives, current technical literature, land use plans, and annual work plan directives. Existing guidelines are often general in nature, and there will be many instances when sound judgment and originality are required in formulating appropriate approaches to specific problems, situations, and objectives.

The work is done within established BLM policies, guidelines, and practices. These may require interpretation, judgment, or consultation with others to fit the specific situation. General guidance is provided by the Federal Land Policy Management Act of 1976 (FLPMA),

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administrative regulations, (40 CFR and 43 CFR), NEPA, Executive Orders, and Departmental and BLM Manuals. Sound judgment and originality are required in formulating appropriate approaches to specific problems, situations and objectives.

Factor 4 – Complexity

FLD 4-5, 325 points

Work assignments involve performance of a variety of professional functions and active interaction with a diverse group of Bureau resource specialists, managers and planners, as well as peer professionals in other federal, state and local agencies. Broad and sometimes vague requirements will be received from this varied group of resource professionals as recreation and visitor services management issues interface with all Bureau programs (including wildlife, cultural, law enforcement, lands and minerals, etc). The work is high profile and controversial, and involves providing professional expertise, leadership, guidance, training and assistance in the collection, organization, evaluation, and application of a wide variety of resource information. The work also involves significant amounts of coordination with other state office staff specialists, field office and other state office personnel, and other federal, state and local land managing agencies. In many instances, established procedures are lacking and the incumbent must use innovation and good judgment in carrying out the duties of this position.

The controversial nature of some aspects of the recreation and visitor services management program require the application of a considerable range of experience to coordinate program elements with many agencies, organizations, user groups, resource professionals and individuals. The job requires good working relationships with a variety of participants and interest groups, each with complex views and inputs. It often requires balancing numerous factors in order to achieve an overall suitable result. It usually involves setting priorities, blending opportunities, fiscal constraints, public outreach and education, partnership desires, public expectations, and overall health of the land objectives. The work products of this position involve numerous procedural steps, interdisciplinary aspects, and important communication processes. In addition, a wide variety of interests and issues must be addressed. Work may occur on multiple program facets and projects simultaneously, as this position in the State Office serves and facilitates activities and issues as they occur in each of the BLM District/Field Offices within the state's jurisdictional boundaries.

Factor 5 - Scope and Effect

FLD 5-4, 225 points

The primary purpose of the work is assessing the effect of recreation on wilderness, timber, range, soils, water, and wildlife; assessing recreational use compatibility with commercial activities, such as mining, surface mineral excavation, and grazing; balancing competing public and private goals for recreational development, commercial development, and natural resources preservation; planning and managing appropriate public access and facilities for recreation opportunities, while sustaining natural resources values; correcting damage caused by overused or unplanned recreation; and guiding public recreation users on natural resources values and responsibility for land stewardship.

Assistance is provided to the District/Field Offices, and the work of this position has statewide and sometimes BLM-wide implications, Effective long-term sustainable recreation opportunities

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could result in significant changes in land use and resource program objectives, which could have long term effects on public land users and interests such as advocacy groups and other recreational users of the public land. The primary purpose of the position is to help ensure that management of aspects of the various recreation management programs in the BLM is done effectively and in a manner that elevates the quality and customer service of the overall recreation program. While individual activities may be focused on a particular site or region, the cumulative scope is statewide and the effect is statewide consistency and program quality.

Factor 6 - Personal Contacts

FLD 3-C, 180 points

Factor 7 – Purpose of Contacts

The incumbent must coordinate and work closely with planning and environmental coordination, cultural, travel management and other resource professionals. Other BLM contacts may include District/Field Office, State Office, and Washington Office personnel including managers, planners, program leaders and resource specialists. The incumbent will also have regular professional contact with representatives from other Federal agencies, as well as representatives from state, county and local agencies. Other professional and public relations contacts include universities, commercial contractors and consultants, conservation organizations, public land user groups, advisory boards, and other affected interest groups and individuals.

Contacts are made to exchange professional and technical information, coordinate related management efforts and actions, solve problems including those of a controversial nature, negotiate agreements, establish procedures, conduct briefings, perform evaluations, provide guidance, discuss project requirements, and time schedules, evaluate existing methods, and to explain or "sell" new programs, procedures and policies.

Factor 8 - Physical Demands

FLD 8-1, 5 points

Physical activity is primarily that typical of office work. Substantial time is spent sitting at a computer terminal. Occasional field visits are required to look at sites under study, requiring vehicle travel and short periods of walking over uneven terrain.

Factor 9 - Work Environment

FLD 9-1, 5 points

Work is usually performed in an office setting, except for occasional field visits. Generally, the work environment involves ordinary apparel, health, and safety considerations. Work is usually done individually or in small groups, but sometimes involves large groups and public events, in daytime and evening meetings.