

NATIONAL PARK SERVICE POSITION DESCRIPTION

Intergovernmental Internship Cooperative Agency Coordinator Interdisciplinary

INTRODUCTION

This is a shared position between Southern Utah University (SUU or University) and the National Park Service (NPS). The Intergovernmental Internship Cooperative (IIC) *Agency Coordinator* is an on-campus uniformed position. The IIC *Agency Coordinator* will work closely with and assist SUU's IIC *University Coordinator* to accomplish goals and objectives outlined in the task agreement(s) that founded the Cooperative, which are of mutual benefit to SUU, the NPS and each of the Cooperative's partners. The IIC Agency Coordinator will also assist with the University's Regional Services role outlined in the SUU Strategic Plan as well as support SUU personnel and partners in implementing the University's "Outdoor Initiative" strategic plan.

The IIC Agency Coordinator's primary responsibilities are to work with the IIC University Coordinator to provide overall program coordination and responsibility for successful development and implementation of the IIC. The Agency Coordinator will represent the interests of seven currently-participating federal and state agency partners including Cedar Breaks and Pipe Spring National Monuments, Zion and Bryce Canyon National Parks, the Dixie National Forest, the Bureau of Land Management's Cedar City Field Office, and Utah State Parks and Recreation. The IIC Agency Coordinator will represent the agency partners' interests in concert with the IIC University Coordinator (who represents the interests of the University) to assure the successful development and implementation of the IIC.

In addition, the Agency Coordinator will act as an agency liaison to--providing agency perspective, advice and guidance--as well as participate with SUU's Outdoor Initiative and Outdoor Recreation in Parks and Tourism Program. The Agency Coordinator will also provide agency support, coordination and technical assistance for the development of project proposals and delivery of partnerships, grants and programs such as the Youth Partnership Program, Youth Conservation Corps, More Kids in the Woods programs, Cedar Mountain Science Camp, the NPS Centennial Initiative, Colorado Plateau Cooperative Ecosystem Studies Unit (CPCESU), etc., on behalf of SUU, the NPS, other partner agencies, and private and nonprofit entities.

MAJOR DUTIES

On-campus agency liaison to assist SUU's IIC University Coordinator in the development and successful implementation of the IIC.

Agency liaison to and participant with SUU faculty and staff in the development and

implementation of strategic and regionally significant SUU Outdoor Initiative partnerships and programs at the direction of SUU's Office of Regional Services. Examples of programs or projects include the Youth Partnership Program, Youth Conservation Corps, More Kids in the Woods programs, Cedar Mountain Science Camp, the NPS Centennial Initiative and associated funded projects, etc.

Agency liaison to and participant with the Outdoor Recreation in Parks and Tourism Program at the direction of the SUU Provost and P.E. Department.

In cooperation with SUU's appointed representative, participates with the CPCESU.

Oversees and coordinates project work on behalf of Cedar Breaks National Monument that is being accomplished utilizing University resources and/or through the CPCESU cooperative agreement, of which SUU is a partner institution. The types of projects accomplished under this umbrella agreement are broad in scope and involve a variety of disciplines as well as University departments. Project examples where Cedar Breaks NM has utilized CPCESU agreements to accomplish work utilizing SUU resources include development of a hand-held multimedia device video/audio tour (SUU Library), a rare plant study and survey (SUU College of Science), and development of wayside and museum exhibits (SUU College of Performing & Visual Arts).

Writes grant and project proposals that support and are complementary to the goals and objectives of the IIC, Cedar Breaks NM, and SUU's Outdoor Initiative. Maintains awareness of possible funding sources within and outside NPS and seeks internal and external funding whenever necessary.

Carries out program management duties on time by developing work plans and schedules, scopes of work, cost estimates, and proposals and/or grant applications to justify project funding requests and accomplish goals. Administers and tracks program and project funds and prepares or participates with the preparation of annual accomplishment reports.

Provides technical oversight of budget and grant funds. Prepares reports and summaries of status of funds. Documents spending and in-kind contributions, tracks property, and is responsible for other similar activities that assure compliance with grant or funding source requirements.

Other duties assigned at the agreement and direction of SUU and the NPS.

FACTORS

1. Education, Training and Skills

Minimum of a Bachelors Degree (M.S. or M.A. degree preferred) in:
outdoor recreation management;
outdoor recreation & tourism;
outdoor/environmental education;
or, related field such as parks management;

environmental studies/science;
environmental sociology / history / literature / economics / philosophy;
natural resource and environmental policy;
or, human dimensions of natural resource use and the environment.

Knowledge of and skills regarding outdoor recreation management, outdoor recreation & tourism, or outdoor education in an academic, public agency, and/or private/commercial capacity.

Demonstrated skill and ability to successfully operate within, and lead where necessary, diverse partnerships, multi-interest/stakeholder initiatives, collaborative process & projects, and/or multi-party community development projects.

Advanced knowledge and skill in program management including budget management, contracting, cooperative & interagency agreements, and work planning. Ability to develop and coordinate a complex integrated internship program including implementation, securing resources to support the program, and establishing productive partnerships with federal and state agencies, academic institutions, and other organizations.

Successfully works with student populations, establishes internships, writes position descriptions and learning & achievement plans, monitors and evaluates student and host agency progress, and adjusts internship goals as necessary to achieve results. Proactively initiates recruitment activities with students and departments as well as agency partners including establishing relationships to reach minority and underserved populations.

Incumbent maintains familiarity with and a current working knowledge of NPS policy/procedures/protocols, rules and regulations as well as other federal guidelines and laws regarding collaboration, partnerships, cooperative conservation, and public participation.

Incumbent maintains familiarity with and a current working knowledge of NEPA, FLPMA, NFMA and other federal rules and regulations governing land and resource management.

Ability to research, write, implement and manage grants and grant-funded projects.

Ability to assist with occasional classroom and academic assignments.

Incumbent maintains familiarity with and a current working knowledge of computers and software to accomplish work. Familiarity with website development and maintenance software preferred.

Knowledge and ability to serve in the capacity of a liaison and partner working with a variety of technical expertise and resources available from all IIC partners and University faculty and staff. Once assigned a project by their immediate supervisor, the incumbent will be responsible for working independently to manage day to day workload, appointments and meetings; writing project proposals; managing budgets and providing overall coordination; and, in some cases, providing field or project supervision of an NPS, IIC or Outdoor Initiative-related assignment.

Incumbent maintains familiarity with and a current working knowledge of funding obligation instruments such as memorandums of understanding, service agreements, cooperative agreements and Cooperative Ecosystem Studies Units (CESU) agreements. SUU is a partner institution in the Colorado Plateau CESU.

Incumbent maintains academic credentials in their own field or degree program. Incumbent has the ability and skill to develop and maintain positive and professional working relationships with University and agency personnel as well as with other organizations that may provide advice, technical expertise and guidance in a natural resource management program including wildlife, vegetation, geology, biology, cultural resources, historic resources, interpretation, geographic information systems, and related fields.

2. Supervisory Controls

The Cedar Breaks NM Superintendent and SUU Regional Services provide supervision and oversight. The IIC Interagency Coordinating Council broadly sets the overall mission and functions for IIC. Supervision and guidance is provided principally to determine priorities, approve work plans, and assist in working through novel situations that have a bearing on the program. The incumbent's performance standards and regular evaluations will be conducted by the Cedar Breaks NM Superintendent with significant input from SUU Regional Services.

The incumbent is responsible for following NPS policies and guidance in planning, designing, and implementing NPS programs and projects, often without on-sight supervision from their direct supervisor. The incumbent is responsible for following SUU policies and Regional Service direction in planning, designing, and implementing SUU Outdoor Initiative projects. Tasks related to the University's Outdoor Recreation in Parks and Tourism Program will come at the direction of the SUU Provost and P.E. Department. The incumbent is responsible for following IIC policy and IIC Interagency Coordinating Council guidance in planning, designing and implementing the IIC program. All IIC coordination and management will occur in partnership with the IIC University Coordinator.

The incumbent keeps the Cedar Breaks NM Superintendent, SUU Regional Services, and the IIC University Coordinator, respectively, informed of progress, potentially controversial problems, concerns, issues and other matters having programmatic implications. Independent judgment is often required in developing and refining procedures and methods, and may be appropriate in the application of these methods.

The Cedar Breaks NM Superintendent, SUU Regional Services, IIC Coordinating Council and IIC University Coordinator evaluates completed work for adequacy in meeting program or project objectives, expected results, and compatibility with other work. Work produced by the incumbent should be considered technically authoritative and is normally accepted without significant change.

No positions will be immediately directly supervised by this position, either at SUU or NPS. The incumbent will coordinate efforts and provide guidance and direction to field work crews, interns and volunteers but will not be their supervisor of record.

3. Guidelines

Guidelines include laws, regulations, policies, scientific methods, plans, procedures, and any additional directions defined and provided by the Cedar Breaks NM Superintendent, SUU Regional Services, and the IIC Coordinating Council. Policies and precedents are applicable but may be stated in general terms. Guidelines may be general and may not provide specific details for developing the IIC or Outdoor Initiative programs.

For IIC, it is the responsibility of the incumbent, in cooperation with the IIC University Coordinator, to develop a program tailored to monitoring the internships established and making adjustments as needed to assure the success of the program. The incumbent uses initiative and resourcefulness to, when necessary, deviate from or extend traditional methods and practices and to develop new methods and approaches. For SUU Outdoor Initiative endeavors, the incumbent will assist Regional Services and other University personnel and partners to implement components of the OI Strategic Plan. University policy and guidelines as well as guidance from the Provost will direct any specific academic assignments.

4. Complexity

The work includes varied duties requiring many different and often-unrelated processes and methods. These are applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, interpretation, and evaluation processes that may result from changes in program direction, technology, or other requirements. The work requires originating new techniques, establishing criteria, or developing new information.

The design, implementation, and analysis of IIC and Outdoor Initiative programs are complex and technical endeavors. Duties always require the evaluation of alternative methods and competing priorities to determine the best approach to program and project development. Factors and conditions differ according to the tasks and procedures being completed and phase of work being done. In many cases, the development of techniques and methods requires professional investigation that may be described as being research.

In addition to mastering best practices and standard operating procedures, the incumbent is required to perform data and information analysis. The incumbent must apply strict quality control measures to assure credibility of data, analyses, and interpretations or findings.

Assignments involve complex systems and limited resources that require solving problems concerned with IIC and Outdoor Initiative development, management and evaluation in a manner that is useful to all agency and University partners. The problems may be difficult due to the abstract nature of the concepts, or the existence of competing program requirements, program direction, and administrative requirements. These conditions can create areas of uncertainty. Information collected must be organized, interpreted and presented to reflect supportable recommendations. The incumbent must be able to draw upon research and information sources from many disciplines and to reach conclusions that fully support the goals and objectives of the IIC and other Outdoor Initiative endeavors.

The incumbent must be adaptable and able to recognize and consider new approaches and strategies for obtaining effective results. He/she must anticipate future trends and information requirements and incorporate these into the IIC and Outdoor Initiative programs. The person must be able to: (1) exercise good professional judgment in ensuring the appropriate consideration of resources in the overall picture of Park, University and agency partner operations; (2) identify resources, evaluate their significance, and develop management options that take into account all areas of concern; and, (3) prepare plans to best serve the interests of the student interns and partners, the specific goals and objectives of sub programs, and project specific goals funded through the IIC, University or NPS.

5. Scope and Effect

The purpose of the work is to develop and implement plans, strategies, programs and projects that are of mutual benefit and achieve University, NPS, and partner agency objectives. The successful accomplishment of the duties of this position provides the professional and educational foundation to successfully achieve a broad range of interrelated goals. The work involves establishing criteria, formulating and implementing program and projects, monitoring and assessing effectiveness, and investigating & analyzing a variety of conditions, challenges or questions. The work product affects a wide range of University and NPS operations as well as the activities of other agencies or entities. Some work products impact the work of other experts and the development of scientific and research programs. Management strategies developed and conducted by the incumbent are essential to maintaining Park resources, and some strategies may have long-standing impact on University resources. Information gained through research, evaluation and program monitoring provides the scholarly and professionally credible basis for management decisions, thereby directly affecting the current and future integrity of the both NPS and University programs, including IIC and the Outdoor Initiative.

The work influences the effectiveness or acceptability of University and agency goals and programs by managers or specialists in partner agencies. Programs established and managed by the incumbent directly affect the resources of the University as well as the resources that are protected and experienced by park and agency visitors, park and agency professional staff, and others involved with land management of Park ecosystems and surrounding landscapes.

6. Personal Contacts and

7. Purpose of Contacts (combined)

Contacts are made with land management agency managers (national, state and local level) and staff as well as subject matter experts of other agencies and tribes. Members of the higher education, scientific and local educational community will be regularly contacted. SUU contacts will include the Office of the President and potentially all Vice-President offices, particularly Regional Services; Academic Affairs, including the Office of the Provost and potentially all SUU Colleges and Schools, particularly the College of Science and College of Education; Student Services, particularly SUU Outdoors and the Service Learning Office. Contacts will also include national and local conservation and grant-making organizations, elected and other local officials and staff, media, and the general public including private businesses and interest groups. Contacts typically are not established on a routine basis, and the role and authority of the incumbent are identified and developed during the course of the contact.

The purposes of the contacts are to exchange information; provide instruction and services; coordinate and advise on mutual work efforts and research; insure compliance with laws and regulations; train; and to secure additional funding when needed to meet program objectives. Incumbent is expected to influence and motivate people within and outside the NPS, University, and partner agency & entities to successfully accomplish the stated duties.

8. Physical Demands

This position requires a combination of desk work, class/lab work, and work in the field. Must be available to work nights and weekends. In-state auto travel, particularly across southern Utah and northern Arizona, is expected; some travel out of state may occur. The position may require strenuous physical activity including periods of standing, walking, climbing, and lifting and carrying heavy objects. Some activities will occur in physically dangerous settings. Classroom work as well as research and report writing work is sedentary, which entails the ability to concentrate and write for long periods of time. Must be able to lift and carry 25 lbs for a reasonable distance.

9. Work Environment

Work is performed primarily indoors. Occasionally, work may be performed outdoors in all types of weather. Outdoor assignments may be performed in potentially hazardous areas including mountains and steep slopes, rocky terrain, caves, firelines, road-sides, hot and cold environments, wetlands, deserts, and forests. On occasion, flying in fixed-wing aircraft or helicopters may be required.