

Class Concept

This role supervises the program staff to administer the Parks and Recreation Trust Fund (PARTF) and Land and Water Conservation Fund (LWCF) programs. It directs and oversees grant administration duties in the central office of the local government grant program of the NC Parks and Recreation Trust Fund (PARTF) based on general statute, administrative rules, state government accounting practices, and program policies. It coordinates field administration of the grant programs via contract with the Recreation Resources Service at NCSU. It administers the Statewide Comprehensive Outdoor Recreation Planning program.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of public and business administration
- Considerable knowledge of basic statistical procedures, data and records management, and report preparation
- Extensive knowledge and skills in microcomputers with advanced software
- Ability to analyze and interpret policy and procedural guidelines, and to resolve problems or questions independently
- Ability to establish effective working relationships with Authority members, state and local officials, and the general public
- Ability to communicate effectively both orally and in writing

Minimum Education and Experience

Bachelor's degree in parks and recreation administration, regional planning, or related field from an appropriately accredited institution and three years of experience in recreational planning, or an equivalent combination of education and experience.