

Specialized Skill Competencies

	Core Competency	Entry level	Full-Performance Level	Expert Level
35	Contract Administration + Management: Provide management of recreation-related contracts as well as oversight of contractor activities, deliverables, deadlines, and payments.	Recognize contract requirements including the scope of work, budget, and timeline. Document contractor activities as directed by supervisor or contract administrator.	Identify contract requirements, standards, and/or products in collaboration with certified contracting officer. Serve as a contracting officer's representative (COR). Implement the plan to monitor project progress including quality and quantity of work product per the contracted scope.	Develop contract solicitation documents and process with technical specialists, including the project scope, specifications, implementation schedule, evaluation criteria, and other required contract elements. Evaluate the submitted documentation using the criteria to select and contract with the selected contractor. Create a plan to monitor progress in the field, invoices and payments, and reports per the contracted scope and timeline.
36	Human Dimensions Tools + Data: Use social science methods and findings to address the behaviors, desires, values, and beliefs of diverse user groups in planning and decision-making.	Demonstrate understanding of human dimensions concepts and the role of social science in outdoor recreation planning and management. Assist with data collection, documentation, and interpretation of findings related to visitor behaviors and experiences.	Collect, organize, and summarize social science findings using appropriate tools and methods. Apply findings to make recreation management recommendations or decisions related to access, operations, visitor behavior, stewardship for the project or planning area.	Design and administer social science data collection and analysis programs. Identify appropriate social science methodologies to address emerging issues, contested values, and the full range of perspectives. Interpret and synthesize findings across multiple data sources to ensure planners and managers have access to relevant information.
37	Grants + Agreements: Seek, execute, and track grants and partner agreements.	Recognize the elements of a grant proposal or a partner agreement including outcomes and specific tasks or requirements. Understand types of agreements and when they are applicable.	Identify partners and funding sources for recreation projects including shared goals, roles and responsibilities, and distribution of duties. Implement transparent and timely project reporting, financial tracking, and communications.	Lead a multi-year, multi-project grants and agreements program including prioritization and integration of recreation projects. Build relationships and communicate with multiple partners, both existing and potential.

38	<p>Site Design: Create functional, aesthetically pleasing, and sustainable layouts that enhance user experiences while maintaining natural, cultural, and environmental attributes and character.</p>	<p>Demonstrate foundational knowledge of recreation site design principles and their relationship to visitor experience, accessibility, safety, and resource protection.</p>	<p>Apply site design principles to plan, develop, or improve recreation sites. Conduct site assessments, interpret design standards, and integrate accessibility, sustainability, and resource protection requirements into cohesive layouts. Develop the skills and understanding to work with design professionals (landscape architects and engineers.)</p>	<p>Provide guidance and recommendations in site design across programs, landscapes, or jurisdictions. Develop design concepts and guidance that reinforce sense of place, cultural context, and long-term stewardship objectives. Mentor others, share best practices, and contribute to organizational learning by shaping standards, training, and policy interpretation related to recreation site design.</p>
39	<p>Special Uses + Permits: Apply knowledge of uses that require permits and other approval on public lands to develop, issue, and monitor permits and other necessary approvals.</p>	<p>Demonstrate knowledge of special uses authorities and the types of activities that require permits or other approvals. Assist with processing permit applications, maintaining case files, and monitoring permit operations.</p>	<p>Administer special use permits including proposal/prospectus development and evaluation, permit compliance, and coordination with interdisciplinary teams to identify resource concerns, mitigation measures, and permit conditions. Communicate effectively with permit holders and partners to support safe, authorized, and sustainable use of public lands.</p>	<p>Provide guidance and recommendations for special uses administration within a unit or across multiple program areas. Interpret and apply policy to complex, high-risk, or controversial proposals and permit actions. Mentor permit administrators and line officers, support consistent decision-making, and strengthen partnerships while ensuring protection of public lands.</p>