

## **Job Description**

### **Idaho Recreation and Tourism Initiative (IRTI) Coordinator**

The Idaho Recreation and Tourism Initiative (IRTI) is a coalition of state and federal agencies and others dedicated to providing Idaho citizens and visitors with many and varied recreation opportunities. The coalition strives to make it easy for people to come outside and play.

Idaho has a multitude of land management agencies and recreation providers whose roles can be confusing to the public. By working jointly, the coalition is able to provide information and services in a more effective manner. Recreationists and tourists don't care who manages a campsite – they just want to camp. They are not especially interested in which agency manages a wildlife area – they just want to see wildlife. To accommodate needs such as these, IRTI has facilitated these things: a statewide campground directory, a statewide scenic byway system, a statewide wildlife viewing guide, and an annual Governor's conference on recreation and tourism.

IRTI partners include Bureau of Land Management, Bureau of Reclamation, Idaho Department of Fish and Game, Idaho Department of Parks and Recreation, Idaho Division of Tourism, Idaho Outfitters and Guides Licensing Board, Idaho RV Campground Association, Idaho Transportation Department, National Park Service, U.S. Fish and Wildlife Service, and U.S. Forest Service. In addition, other public and private entities participate in various projects. A Steering Group composed of one representative from each partner agency governs IRTI. The IRTI Coordinator provides staff support to the IRTI Steering Group. The Steering Group approves statewide work projects and the annual budget. The annual IRTI budget is funded by contributions from various partner agencies.

There are many more agency partnership projects accomplished at the local park, forest, management area, and district levels that do not involve the IRTI Steering Committee. However, the Coordinator is available, upon request from local entities, to assist with advice and counsel.

The Coordinator position is housed at the Idaho Department of Parks and Recreation headquarters in Boise, and reports to the Department's Division Administrator of Operations. The Coordinator work priorities are set by the IRTI Steering Group. One of the Steering Group goals is to institutionalize the on-going projects so that, aside from funding, the individual, project-specific work groups run them. The Coordinator has a general knowledge and respect for the laws and regulations guiding each partner agency. The Coordinator identifies potential conflicts and works with the Steering Group or project-specific working group to resolve them. The Coordinator acts as a focal point for receiving and distributing information that facilitates the partner agencies in providing improved public service in outdoor recreation and tourism. The Coordinator represents IRTI at meetings and conferences relating to outdoor recreation and tourism.

The Coordinator is responsible for making arrangements for the periodic meetings of the Steering Group, including meeting space reservations and agenda preparation. The Coordinator drafts and sends meeting minutes within ten days of the meeting. The Coordinator assembles the annual IRTI budget from data provided from the partner agencies, including getting agency directors' approval signatures. The Coordinator is available as a staff resource for agency employees and others on matters pertaining to recreation and tourism in Idaho.