



PARK DISTRICT MANAGER 1
PARK DISTRICT MANAGER 2

8437
8438

SERIES CONCEPT

Park District Managers are responsible for the maintenance and operations of several state park units through subordinate managers. They develop and implement programs, distribute FTEs, ensure safe conditions, supervise resource management, support visitor services and rule enforcement and oversee administrative functions within their districts. Park District Managers provide consistency in operations procedures and performance quality standards across several management units by carrying department policy and procedures to the operating level. They assist the Park Region Manager in the development and administration of budgets to insure that funds are expended in the best interests of the Department's strategic plans. The Park District Manager may chair or serve on region- and state-wide committees and task forces and may temporarily assume the duties of the Park Region Manager or a Park Manager in their absence. The Park District Manager is the Park Region Manager's key contact in interfacing with all facets of field operations, and takes the lead in Facility Investment Program project management and HUB data management within the district. The Park District Manager is the primary field operations contact with the public, the media and local, state and federal agencies having interest in OPRD business. All of the positions in this classification are excluded from the bargaining unit.

DISTINGUISHING FEATURES

The **Park District Manager 1** is responsible for smaller and less complex park districts than the Park District Manager 2. Typically these districts will have fewer management units; the management units have fewer properties, smaller budgets, fewer FTEs and positions; the properties have less development and generally uncomplicated infrastructure; management requirements and prohibitions due to listed plants, animals, pre-historic and historic sites may be less restrictive. The properties have significantly less day and overnight visitation and revenue.

The **Park District Manager 2** is responsible for the largest and most complex park districts within the agency. Typically, these districts consist of several large park management units, each having multiple properties, overnight camps and developed day use areas. These properties will frequently have: high numbers of day and overnight park visitors and revenue; water and sewer systems requiring licensed OPRD operators; several species of plants and animals federally or state-listed as sensitive, threatened or endangered; several archaeological sites and historic structures or districts listed on the National Register, which significantly increase the management complexity of the property because of required actions or prohibitions. Additional district complexity also results from the number of cities, counties and special districts in which the properties within the management units are located.

MINIMUM QUALIFICATIONS & SKILLS

Park District Manager 1: A Bachelor's degree in Park and Recreation Administration, Natural Resource Management, Environmental Studies or a related field and 3 years of progressively responsible experience as a Park Manager or equivalent natural resource manager; OR

Six years of progressively responsible experience as a Park Manager or equivalent natural resource manager.

SKILL:

- Skill in insuring consistency, through subordinate managers, of the methods and means by which park operations are to be conducted across several OPRD Management Units.
- Skill in developing and overseeing various park operating plans (maintenance management, emergency response, natural, historic, archaeological and cultural resource protection and management, safety, etc.) for multiple Management Units within the district.
- Skill in identifying and aligning district project goals and objectives based upon agency strategic plans.

- Skill in analyzing the progress, method and final results of goals and objectives to improve performance of park operations.
- Skill in adjusting means and methods of operation as needed to achieve goals and objectives.
- Skill in providing leadership to implement departmental strategic and long-range goals and objectives.
- Skill in informing and persuading staff about current agency policy, direction, challenges and opportunities.
- Skill in delegating work to be done to subordinate front-line managers and administrative personnel.
- Skill in encouraging employee development and career advancement through subordinate managers.
- Skill in advocating and interpreting agency values related to natural, cultural, historic archaeological, scenic recreation resources and uses to a variety of internal and external customers.
- Skill in inspiring staff to understand the agency mission and their role in it.
- Skill in understanding and recommending appropriate action for complex and sensitive personnel issues.
- Skill in communicating effectively with the general public and media representatives; in responding to inquiries and concerns; in conducting public meetings.
- Skill in developing and maintaining positive working relations with local, state and federal agency and elected representatives.
- Skill in analyzing information from OPRD's HUB data management system to make informed decisions and take appropriate actions related to properties within the district.
- Skill in management of Facility Investment Program projects to reduce the backlog of deferred maintenance work, to enhance existing park facilities and to develop new facilities.
- Skill in determining the means, methods and personnel by which management plans for listed species will be implemented in properties throughout the district.
- Skill in determining the means, methods and personnel by which National Register properties and other properties with cultural, archaeological and historic significance will be managed to insure their protection.
- Skill in facilitating the development of resource interpretation programs in multiple Management Units.
- Skill in preparing several operating budgets under \$2 million each, to achieve strategic goals and objectives, for Management Units within the district.
- Skill in leveraging OPRD funds to increase revenue by using outside sources such as grants, partnerships, etc.

Licenses and Certifications: Oregon Driver's License and OPRD Enforcement Officer certifications are required.

Park District Manager 2: A Bachelor's degree in Park and Recreation Administration, Natural Resource Management, Environmental Studies or a related field and 5 years of progressively responsible experience as a Park Manager or equivalent natural resource manager; OR

Eight years of progressively responsible experience as a Park Manager or equivalent natural resource manager.

SKILL:

- Skill in insuring consistency, through subordinate managers, of the methods and means by which park operations are to be conducted across several complex OPRD Management Units.
- Skill in developing and overseeing various park operating plans (maintenance management, emergency response, natural, historic, archaeological and cultural resource protection and management, safety, etc.) for multiple large, complex Management Units within the district.
- Skill in identifying and aligning district project goals and objectives based upon agency strategic plans.
- Skill in analyzing the progress, method and final results of goals and objectives to improve performance of park operations.
- Skill in adjusting means and methods of operation as needed to achieve goals and objectives.

- Skill in providing leadership to implement departmental strategic and long-range goals and objectives.
- Skill in informing and persuading staff about current agency policy, direction, challenges and opportunities.
- Skill in delegating work to be done to subordinate front-line managers and administrative personnel.
- Skill in encouraging employee development and career advancement through subordinate managers.
- Skill in advocating and interpreting agency values related to natural, cultural, historic archaeological, scenic recreation resources and uses to a variety of internal and external customers.
- Skill in inspiring staff to understand the agency mission and their role in it.
- Skill in understanding and recommending appropriate action for complex and sensitive personnel issues.
- Skill in communicating effectively with the general public and media representatives; in responding to inquiries and concerns; in conducting public meetings.
- Skill in developing and maintaining positive working relations with local, state and federal agency and elected representatives in several jurisdictions.
- Skill in analyzing information from OPRD's HUB data management system to make informed decisions and take appropriate actions related to properties within the district.
- Skill in management of Facility Investment Program projects to reduce the backlog of deferred maintenance work, to enhance existing park facilities and to develop new facilities.
- Skill in determining the means, methods and personnel by which management plans for listed species will be implemented in properties throughout the district.
- Skill in determining the means, methods and personnel by which National Register properties and other properties with cultural, archaeological and historic significance will be managed to insure their protection.
- Skill in facilitating the development of complex resource interpretation programs in multiple Management Units.
- Skill in preparing several operating budgets over \$2 million each, to achieve strategic goals and objectives, for Management Units within the district.
- Skill in leveraging OPRD funds to increase revenue by using outside sources such as grants, partnerships, etc.

Licenses and Certifications: Oregon Driver's License and OPRD Enforcement Officer certifications are required.

DISTINGUISHING FEATURES FROM SIMILAR SERIES

Park Region Manager

The Park Region Manager has executive level responsibility for strategic planning and supervision. The Park Region Manager's goals and objectives are carried to the field level by the Park District Managers, whom they supervise.

Park Manager

Employees in the Park Manager class series are supervised by a Park District Manager. The Park Manager determines the methods and means by which park maintenance and operations tasks are to be conducted by permanent, seasonal, temporary and volunteer personnel within the park management unit to achieve the district goals and objectives. The park manager will typically spend more time in the field than will the Park District Manager.

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Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division