



STATE OF OREGON  
**POSITION DESCRIPTION**



**INSTRUCTIONS FOR COMPLETING FORM**

- ▶ *Tab through the form, completing the fill-in fields.*
- ▶ *When finished with the fill-in fields, select Tools, Unprotect Document, File, Save As, Tools, Security Options, Delete asterisks in "Password to Modify" box, Ok, type in path and file name of your choice, Save.*
- ▶ *Fill in remaining information on the form. (MODIFY working condition and special requirement sections, as applicable.)*

**Agency** Oregon Parks and Recreation Department

**Region** Salem      **Management Unit** Headquarters

**Position Description Status**     New     Revised

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

**SECTION 1. POSITION INFORMATION**

**Employee Name** VACANT

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**Supervisor Name** MG Devereux

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**Effective Date** 12/01/06  
(Pstn Establishment Date)

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**Classification Title** Principal Executive Manager F

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**Classification Number** Z7010

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**Working Title** Park Dvlpt & Renewal Svc Administrator

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**Work Location (Park)** Salem HQ

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**Position Number** 4701002

**Agency Number** 63400

**Position Revised Date** April 9, 2014

- POSITION**     Permanent                       Full-Time                       Limited Duration                       Academic Year  
 Seasonal                       Part-Time                       Intermittent                       Job Share
- FLSA**             Exempt                      **IF EXEMPT:**                      **ELIGIBLE FOR OVERTIME:**  
 Non-Exempt                       Executive                       Yes  
 Administrative                       Professional                       No

**SECTION 2. PROGRAM AND POSITION INFORMATION**

**a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

**OPRD Mission:** Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

OPRD operates a system of State Parks; operates special programs such as Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores programs; and provides assistance to local governments for recreation and heritage conservation. In addition, OPRD is responsible to manage the Oregon State Fair and Exposition Center. Oregon Parks and Recreation Department consists of about 487 full-time and 439 seasonal employees located in the Salem headquarters office, the Oregon State Fairgrounds and four operating regions statewide. OPRD serves more than 40 million visitors per year with a 2013-15 biennial budget of \$209.9 million.

**b. Describe the purpose of this position, and how it functions within this program, by completing this statement:**



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reallocates funds as necessary to meet program goals.

Provides direction and establishes priorities for engineering services and support for the agency.

Through the program manager, directs the development of the agency's Parks and Prisons Partnership with the Department of Corrections, Operations Support, and Safety and Risk Management Sections. Allocates and prioritizes resources to meet program goals.

Through Land and Natural Resource Division Manager, direct the agency's efforts in the assessment of historic and cultural resources on agency property; coordination and compliance in land use issues; develop priorities and recommendations for acquisition of new properties and property management issues. Provides direction for the administration of the ocean shores management program and state scenic waterway program. Directs the creation and implementation of natural resources management policies, practices and programs for agency owned and leased properties to include: wildlife management and forest practices; compliance with Endangered Species Act, the Oregon Plan and the Willamette Restoration Initiative. Integrates these programs into operational practices. Reviews contracts and agreements for compliance with policy and approves, within delegated authority.

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15%	R	E	<p><b>Policy and agency-wide</b> Develops policy and priority recommendations for the Director and Deputy Director and the Oregon Parks and Recreation Commission.</p> <p>Provide leadership on a department-wide basis to bring recommendations and solutions to bear on agency-wide issues.</p> <p>Represents the agency by participating in or coordinating interagency and intergovernmental conferences, committees and task forces on issues of interest to the agency. Works with other authorities to resolve issues of mutual concern.</p> <p>As a member of the Agency Leadership Team, works cooperatively to ensure full integration and coordination of policies and activities to achieve agency goals. As directed, leads task forces, committees and working groups to develop recommendations or implement action issues that affect the agency.</p> <p>Prepare and present testimony to the Emergency Board and Legislative Committees.</p> <p>Promotes awareness of recreational issues and agency programs to the public and the community through public informational meetings, public hearings and the media.</p>
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*Responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.*

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100%

## SECTION 4. WORKING CONDITIONS

***Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.***

### **WORKING CONDITIONS**

Work is performed in both an office and field environments. Occasional evening meetings and overnight travel to meet staff, inspect park projects, attend meetings and conferences; works extended hours as necessary. Exposure to inclement weather conditions and walking on rough and hazardous terrain may be required periodically. Occasional work

around heavy equipment.

## SECTION 5. GUIDELINES

**a. *List established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.***

State laws and administrative rules pertaining to management of parks and outdoor recreation programs; OPRD policies and procedures related to administrative rules and operational practices. Federal and state laws relating to management of cultural and natural resources such as National Environmental Protection Act and Endangered Species Act; federal, state and local land use and zoning ordinances and guidance. State rules on contracting and purchasing. Legislative guidance.

**b. *How are these guidelines used?***

Laws, rules and policies are to be followed to ensure that appropriate steps are taken to provide legal and fiscal accountability and compliance with law. Application of these guidelines will ensure protection of the public trust. These guidelines are also applied within the context of the current working environment.

## SECTION 6. WORK CONTACTS

***Excluding co-workers, list the people an employee in this position regularly contacts.***

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Members of the Park and Recreation Commission	Meetings, briefings, personal contacts, by phone, written documents	Provide information, request decisions, respond to inquiries	Bi-monthly or as-needed
Director	Meetings, briefings, personal contact, written documents	Provide recommendations, seek guidance, request decisions, provide information	3-5 times weekly as needed
Federal, state and local government officials, managers and decisions makers	Meetings, conferences, by phone written documents	Exchange information, seek resolution of issues, develop recommendations	4-6 times monthly or as-needed
Legislators	Briefings, provide testimony, written documents, by phone	Provide information, respond to inquiries, present testimony	6-8 times annually
Public	Meetings, presentations, public hearings, phone contacts, personal contacts, letter	Respond to inquiries, solicit information, resolve issues	3 times weekly or as-needed
Other agency managers	Meetings, personal contact, by phone written documents, presentations, briefings	Coordinate agency activities, resolve issues, share information	Daily
Media	Interviews, written documents, by phone, appearances	Provide information, explain agency position or action, respond to inquiries	As required
Governor's staff and cabinet	Meetings, by phone, written documents, presentations	Provide information, respond to requests, present agency position	As required
Agency staff	Presentations, meetings, conferences, visits, documents	Provide and gather information regarding agency policies, practices, issues, projects, provide guidance	Weekly

## SECTION 7. JOB RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Assigns, prioritizes and reviews work of staff to ensure agency needs are met. Allocates staff and funding to meet program needs. Decisions affect the ability of the agency to achieve its program goals, provide consistent delivery of services and maintain credibility of the public and legislative officials. Makes decisions on operational practices that affect the general health, welfare and safety of the public and field employees and the general delivery of services.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Principal Executive Manager G	4771027	personal contact, meetings, and written documents as well as feedback from others	As needed and Annually	Performance goals are established and performance is evaluated annually within the agency performance review process. General supervision is to provide policy guidance and direction. Review is performed to determine effectiveness and compliance with established policy, goals, and governing rules and statutes.  Performance Evaluation

## SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 5

How many employees are supervised through a subordinate supervisor? 31

b. Which of the following activities does this position do?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plans work              | <input checked="" type="checkbox"/> Coordinates schedules                      |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                       |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                          |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations    |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares and signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** Based on position requirements, include the appropriate special requirements below (delete any NOT required) and add any knowledge, skills, certificates, and licenses needed at time of hire that are not contained in the current classification specifications.

Any other comments that would add to an understanding of this position:

Position requires incumbent to work independently and creatively; exercise excellent judgment and intuition; problem-solving skills.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

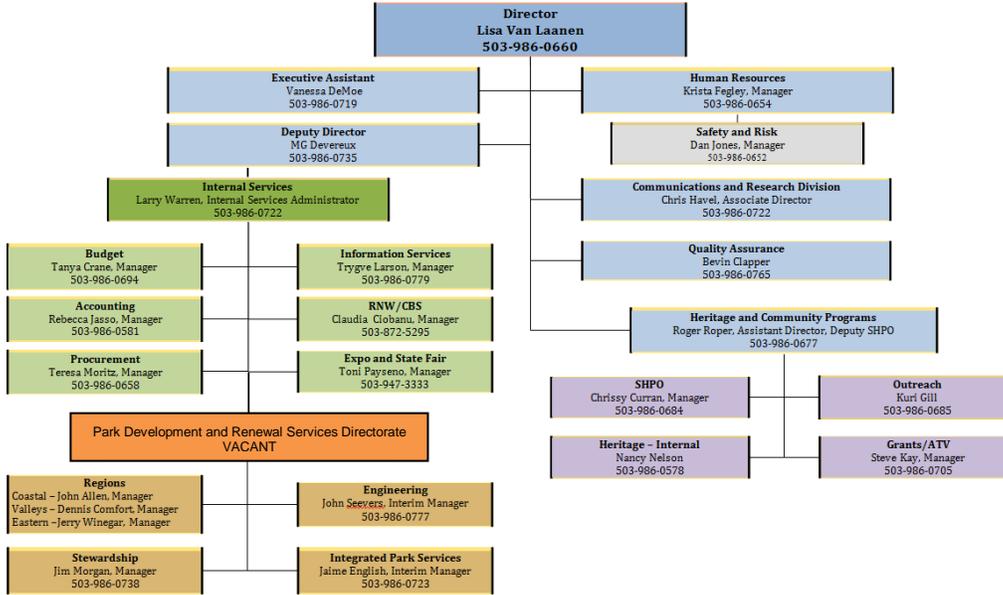
Degree and experience in park and recreation management or natural resource related discipline. Excellent communication and interpersonal skills. Ability to form and present arguments orally, visually, and in writing. Demonstrated competency in managing multi-faceted programs, which included development of policy, goal setting, program evaluation and budget/fiscal responsibility.

**BUDGET AUTHORITY:** *If position has authority to commit agency operating money, provide the following:*

This position has a biennial budget authority of \$23.7 million

**SECTION 11. ORGANIZATIONAL CHART**

**Oregon Parks and Recreation Department  
Management Organization**



**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date