



STATE OF OREGON  
**POSITION DESCRIPTION**



**Agency** Oregon Parks and Recreation Department

**Location:** Salem      **Management Unit** Operations

**Position Description Status**     New     Revised

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

**SECTION 1. POSITION INFORMATION**

<b>Employee Name</b>	VACANT	<b>Position Number</b>	4701003
<b>Supervisor Name</b>	Scott Nebeker	<b>Agency Number</b>	63400
<b>Effective Date</b>		<b>Position Revised Date</b>	10/16/14
<b>Classification Title</b>	Principle Executive Manager E		
<b>Classification Number</b>	X7008		
<b>Working Title</b>	Stewardship Division Manager		
<b>Work Location (City-County)</b>	Salem-Marion		

**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  
 Professional                       No  
 Administrative

**SECTION 2. PROGRAM AND POSITION INFORMATION**

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

The Oregon Parks and Recreation Department (OPRD) fulfills a mission to “provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.” It does so by operating a system of State Parks, Recreational, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. The 2013-15 legislatively approved budget included 592 full-time equivalent employees located in the Salem headquarters office and across three operating regions statewide. OPRD serves more than 40 million visitors each year with a biennial budget of \$209 million.

The Stewardship Division is responsible for program administration throughout the state park system for the protection and enhancement of natural, cultural and historical resources. This includes: natural resources and forestry management; cultural and historical resource protection in state parks; Ocean Shore State Recreation Area and State Scenic Waterways management and policy development; and real estate acquisition and and property management.



**SECTION 3. DESCRIPTION OF DUTIES**

*List position's major duties, stating percentage of time for each duty.*

**N** New  
**R** Revised  
**NC** No Change

**E** Essential Functions  
**NE** Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
			<p>recommendations from subordinate employees on personnel actions; determine need for and initiating disciplinary action to provide competency in staff.</p> <ul style="list-style-type: none"> <li>Assure that staff are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner.</li> <li>Determine the number and types of staff needed and use various personnel management system components (e.g., recruitment, performance appraisal, promotion, training) to achieve agency goals and objectives, including fostering diversity in the workplace.</li> <li>Develop individual work plans for subordinate employees; assign and review work to insure that performance measures are met.</li> <li>Encourage appropriate actions, training and development of programs to assure that employees have the necessary knowledge, skills and abilities to perform at a level of excellence and promote as vacancies occur.</li> <li>Promote a workplace free from safety hazards and ensure that employees are trained, adhere to and comply with environmental, health and safety laws, rules, and regulations.</li> <li>Provide day-to-day guidance and oversight of subordinates, including work assignments, consultation, and accountability, that actively support and promote high performance.</li> </ul>
20	NC	E	<p><b>Division and Agency Representation</b></p> <ul style="list-style-type: none"> <li>Develop and present reports for the Oregon Parks and Recreation Commission, legislative committees and others related to program activities.</li> <li>Represent the agency and its positions on significant issues with other public agencies vested with policy-making authority.</li> <li>Represent the agency by participating in or coordinating interagency and intergovernmental committees and task forces on issue critical to the interest of the agency.</li> <li>Lead the development of the department's policies related to natural, cultural and historical resources management.</li> <li>Promote a natural resources and land stewardship ethic and practices that leads the agency's operations in protecting and enhancing the park system's resources and gains recognition from the communities, agencies and non-governmental organizations for resource protection.</li> <li>Serve on the Operation Management Team, Director's Team and Project Review Board.</li> </ul>
10	NC	E	<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>Provide final review of all recommended decisions and policies to the Director and Commission related to management of natural, cultural and historical resources in state parks.</li> <li>Provide expertise based on a wide body of scientific knowledge related to management of natural resources.</li> <li>Develop funding sources from outside the agency for support of the division's programs.</li> </ul>
100%			

#### SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work is performed primarily in an office environment providing supervision and completing administrative duties. May sit or stand for long periods of time. Travels often for meetings and training with occasional overnight stay. May be exposed to hostile and offensive behavior from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. May require walking over uneven terrain viewing park land in inclement weather conditions. Performs duties of position with or without reasonable accommodation.

#### SECTION 5. GUIDELINES

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

Oregon Revised Statutes, Oregon Administrative Rules, Oregon Public Employees Union contract, OPRD Policy and Procedure Manual, Affirmative Action and EEO rules and guidelines, State Workers Compensation rules, Department of Administrative Services policies, rules and guidelines, Bureau of Labor laws and regulations, Oregon Occupational Health and Safety Act rules and regulations, OPRD Commissions operating rules, guidelines, policy and procedures and local land use plans, Endangered Species Act,

b. How are these guidelines used?

Guidelines form the basis for interacting with employees, the public and with other government agencies; for dealing legally and effectively with issues pertaining to state government processes, OPRD programs and operations, and natural resources and land management.

#### SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who contacted	How	Purpose	How Often?
OPRD Staff	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	Daily
Elected federal, state, county and local officials	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	As needed
Federal, state and local agency representatives	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work, advise on policy development	Daily
General public, OPRD stakeholders and members of special interest groups	In person, by mail, e-mail or telephone	Give and receive information; explain policies, rules and procedures; conduct public meetings	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decides land stewardship priorities and direction after analyzing information, evaluating available resources and collaborating with staff and stakeholders. Outcomes can dramatically alter the landscape and ecological functions and values within park boundaries and adjacent lands. Stewardship activities can be determinant whether the department is in compliance with state and federal statutes, such as the Endangered Species Act. With guidance and approval of the Department's Director and, the position determines land acquisition priorities, directs acquisition of properties within budget limitations. Lead in major policy decisions relating to natural resources conservation and protection, forest management, ocean shores, and scenic waterways management, as well as cultural and historical resources management within park properties. Principal contributor to park planning and other program areas. Decisions can be controversial and can be engaged by the public, legislature and other interest groups.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Assistant Director - Operations	4701002	In person and by written annual evaluation	Annually or at the completion of an assignment.	The work is reviewed for context, quantity, quality and conformance to department policy and procedures, and success in achieving agency benchmarks, goals and objectives.

## SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 10  
 How many employees are supervised through a subordinate supervisor? 4

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan 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 & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

Background check and driving record must meet OPRD standards at the time of hire and throughout employment. Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.

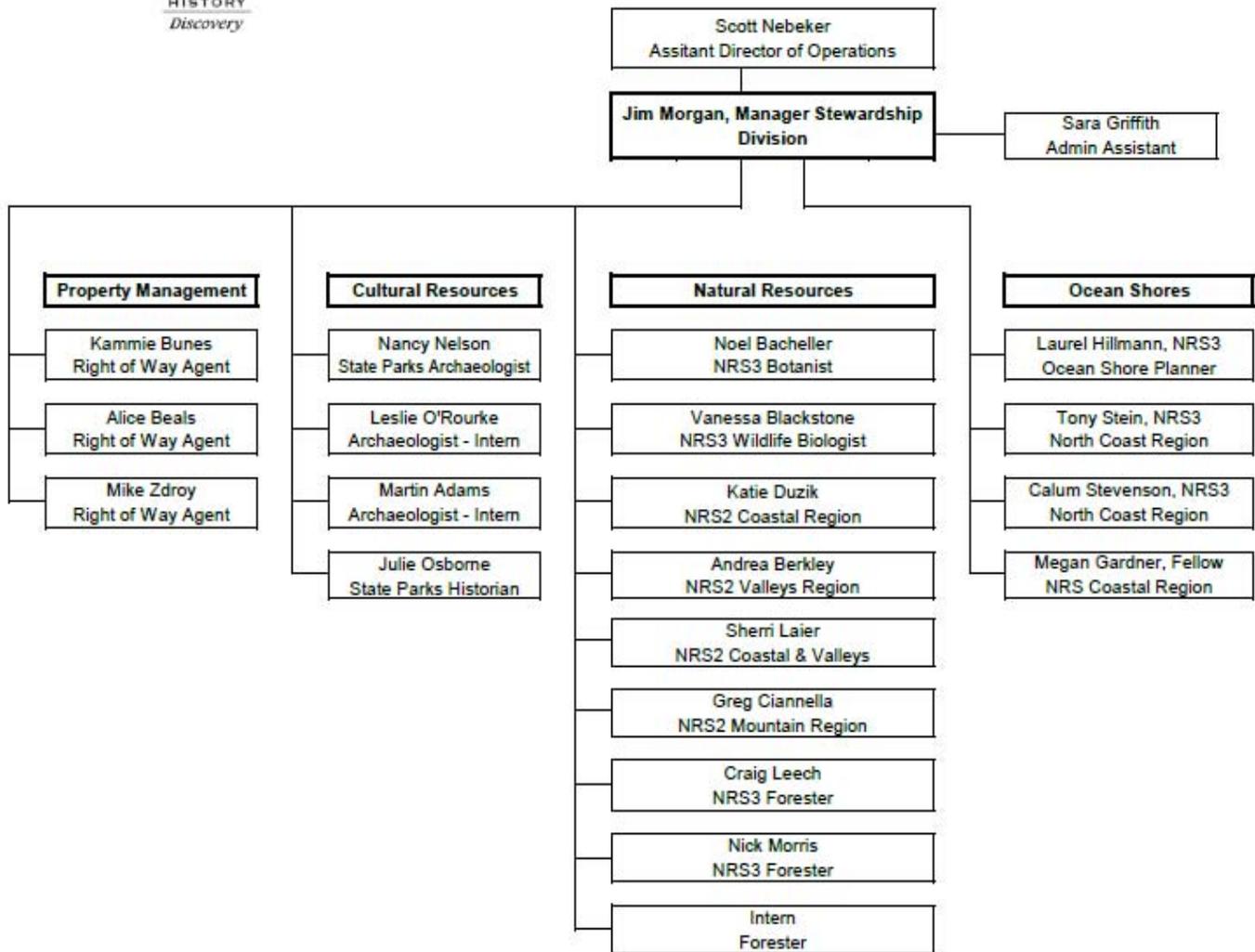
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial amount	Fund type
Stewardship Division	\$ 8,815,580	Parks and Natural Resources (Lottery) and other funds

**SECTION 11. ORGANIZATIONAL CHART**



Oregon Parks and Recreation Department  
 Stewardship Division  
 (updated 09/15/2014)



**SECTION 12. SIGNATURES**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date