STATE OF OREGON

POSITION DESCRIPTION

Agency: Oregon Parks and Recreation Department
Region: Salem
Management Unit / Division: Planning + Design

Position Description Status: □ New  □ Revised

SECTION 1. POSITION INFORMATION

Employee Name: Vacant
Supervisor Name: David Stipe
Position Establishment Date: 07/01/2005
Classification Title: Natural Resource Specialist 2
Classification Number: C8502
Working Title: Park Planner
Work Location (Park): Salem, Oregon

Position Number: 4721056
Budget Authorization Number: 000941880
Agency Number: 63400
Representation Code: AEE
Position Description Revised Date: 09/19/2017
Employee Review Date: □

POSITION
☑ Permanent  ☑ Full-time  ☑ Limited Duration  ☑ Intermittent
☐ Seasonal  ☐ Part-time  ☐ Academic Year  ☐ Job Share

FLSA
☐ Exempt  ☑ Non-Exempt

IF EXEMPT
☐ Executive  ☐ Professional
☐ 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.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to “Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations” by operating a system of State Parks Recreation, 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. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of “Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”. OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency’s current approved budget information can be found at www.oregon.gov/oprd under Budget & Facts.

The Planning + Design Program is responsible for a broad range of department planning processes and products including state park master planning, schematic design as well as landscape architectural site design and construction drawings. Services provided by the section also include support to regional, district and park managers in developing plans for parks, trails, stewardship and outdoor recreation projects. Within Planning + Design planning staff also provide regional and statewide coordination on park and trails plans; providing information and guidance to counties, cities and other stakeholders on regional recreation trends and community priorities. Programs and special projects are also part of planning services including but not limited to a statewide ADA assessment and transition plan, resource assessments, recreation demand analysis, and working with other divisions to set design standards for the agency.
b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to...

Coordinates a variety of projects and activities for park and trail planning and development projects for region, district and park managers on projects on OPRD owned or controlled lands. The Park Planner also provides Design and Trail Service design and project management assistance which includes project schedule coordination with other project managers, overall program budget management assistance and other tasks related to the successful execution of the Design and Trails Services Program.

SECTION 3. POSITION DUTIES

<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>DUTIES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Recreation Planning and Public Outreach | N 35% | 35% | E | Assist in the development of park and trails plans and planning documents statewide.
| | | | | o Gathers and evaluates varied documentation and information that affects recreation planning projects, including but not limited to: building codes, relevant storm water management, best practices, American’s with Disabilities Act, Architectural Barriers Act Accessibility Guidelines, and Outdoor Developed Area guidelines.
| | | | | o Assists in the management of interdisciplinary recreation planning projects; this includes analysis and evaluation of data from various disciplines.
| | | | | o Assists in the development of outreach strategies and provide support in the execution of public outreach efforts focused on recreation plans statewide.
| | | | | o Compiles research studies performed by other disciplines to ensure recreation planning projects comply with all pertinent regulations for the conservation and proper utilization of the natural resources; and the proper management of public lands.

| Trail Rehabilitation and Enhancement Project Management | N 25% | 25% | E | Develops scopes, schedules and budgets for individual trail projects across the state.
| | | | | Gathers and evaluates varied information to develop design solutions for trail projects including realignments, new trail design and trail construction details.
| | | | | Supports the development of standard technical specifications for trail projects; this involves conducting research and evaluative analysis to ensure compliance with applicable regulations.
| | | | | Works directly with sign coordinator on sign plans, details and individual design of wayfinding and regulatory signs for trail projects.
| | | | | Identifies, contracts and manages consultant design firms in the development of plans, specifications and estimates for trail projects; this includes ensuring consultant’s product effectiveness and compliance with applicable regulations and requirements.
| | | | | Assists in the development of contracts for consulting or construction services that comply with state and agency regulations.
| | | | | Manages construction of trail projects utilizing industry best practices in coordination with field managers.
| | | | | Manages trail construction budgets.

| Design Services Project Management | N 35% | 35% | E | Develops scopes, schedules and budgets for individual park enhancement projects statewide. |
• Gathers and evaluates varied information to develop design solutions for park enhancement projects including campsites, amphitheaters, picnic shelters, visitor contact stations and park signage.
• Supports the development of standard technical specifications for park enhancement projects; this involves conducting research and evaluative analysis to ensure compliance with applicable regulations.
• Works directly with sign coordinator on development of sign plans, details and individual design of wayfinding and regulatory signs for park enhancement projects.
• Identifies, contracts and manages consultant design firms in the development of plans, specifications and estimates for park enhancement projects; this includes ensuring consultant’s product effectiveness and compliance with applicable regulations and requirements.
• Assists in the development of contracts for consulting or construction services that comply with state and agency regulations.
• Manages construction of park enhancement projects utilizing industry best practices in coordination with field managers.
• Manage park enhancement project construction budgets.

<table>
<thead>
<tr>
<th>5%</th>
<th>N</th>
<th>E</th>
<th>Other duties as assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 4. WORKING CONDITIONS

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

WORKING CONDITIONS – OFFICE POSITIONS

Work is primarily performed in an office setting. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Use of hand digging and grading tools to demonstrate appropriate finished product to construction crews. Use of hand held small power tools, not including power saws, chain saws or other motor powered cutting tools, to demonstrate appropriate finish product installation and construction methodology. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

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

Local environmental and building codes. Applicable state and federal regulations including but not limited to: current building codes, relevant storm-water management best management practices, American’s with Disabilities Act, Architectural Barriers Act Accessibility Guidelines; Outdoor Developed Area.

OPRD Revised Statute - Chapter 390, Park System Plan, Comprehensive Park Plan Policy – PSP.140.

b. How are these guidelines used?

In the design and development of new park enhancement and recreation trail facilities and systems.
In the development of plans, specifications and estimates for park enhancement and trail projects.

SECTION 6. WORK CONTACTS

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

<table>
<thead>
<tr>
<th>WHO CONTACTED</th>
<th>HOW</th>
<th>PURPOSE</th>
<th>HOW OFTEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Manager</td>
<td>Person, email, mail and phone</td>
<td>Review of work quality and quantity. Provide program and project updates. Performance Evaluation.</td>
<td>Daily</td>
</tr>
<tr>
<td>Division Administrator</td>
<td>Person, email, mail and phone</td>
<td>Provide program and project updates.</td>
<td>Weekly, Monthly</td>
</tr>
<tr>
<td>Region Manager</td>
<td>Person, email, mail and phone</td>
<td>Provide program and project updates upon request. Work and equipment schedule coordination.</td>
<td>As necessary or directed</td>
</tr>
<tr>
<td>OSM, District and Park Managers</td>
<td>Person, email, mail and phone</td>
<td>Provide program and project updates as necessary. Coordinate information sharing and product review to ensure timely and successful execution of work,</td>
<td>As needed</td>
</tr>
</tbody>
</table>

SECTION 7. POSITION-RELATED DECISION MAKING

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

How to plan and schedule personal work for completion. Affects completion of project within deadlines and budgets.

SECTION 8. REVIEW OF WORK

*Who reviews the work of the position?*

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>POSITION NUMBER</th>
<th>HOW</th>
<th>HOW OFTEN</th>
<th>PURPOSE OF REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Manager</td>
<td>4701121</td>
<td>Person, email, mail and phone</td>
<td>Daily</td>
<td>High level agency consistency and to ensure individual adherence to agency mission and priorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Meeting position responsibilities and objectives</td>
</tr>
<tr>
<td>Division Manager</td>
<td>4701002</td>
<td>Person, email, mail and phone</td>
<td>Monthly</td>
<td>To ensure adherence to division standards, and ensure section adherence to agency mission and priorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>Deputy Director</td>
<td>4771027</td>
<td>Person, email, mail and phone</td>
<td>Semi-annually</td>
<td>To ensure section adherence to agency mission and priorities</td>
</tr>
</tbody>
</table>

SECTION 9. OVERSIGHT FUNCTIONS
a. How many employees are directly supervised by this position? None

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

- Plans work [X]
- Assigns work [ ]
- Approves work [ ]
- Responds to grievances [ ]
- Disciplines and rewards [ ]
- Coordinates schedules [X]
- Hires and discharges [ ]
- Recommends hiring [ ]
- Gives input for performance evaluations [ ]
- 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 the time of hire that are not contained in the current classification specifications.

SPECIAL REQUIREMENTS – OFFICE POSITIONS

Must meet the following special requirements:
- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment (if applicable)
- wear OPRD-supplied uniform and comply with appearance code when on duty
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

The person in this position must have:
- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.
- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.

In addition, some or all of the following skills may be required for specific positions:
- Skill developing long range plans and implementation strategies
- Skill in data collection using hand held GPS devices
- Skill in developing trail alignments in the field using hand held level, steel tape and other basic survey equipment
- Skill in measuring longitudinal and perpendicular changes in grade and/or elevation
- Skill in developing basic project schedules and budgets

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

<table>
<thead>
<tr>
<th>OPERATING AREA</th>
<th>BIENNIAL AMOUNT</th>
<th>FUND TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 11. ORGANIZATIONAL CHART

### SECTION 12. SIGNATURES

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR SIGNATURE</td>
<td>DATE</td>
</tr>
<tr>
<td>APPOINTING AUTHORITY SIGNATURE</td>
<td>DATE</td>
</tr>
</tbody>
</table>

PD version: NOPS20151117AS

<table>
<thead>
<tr>
<th>HRA Initials:</th>
<th>Entered by:</th>
</tr>
</thead>
</table>