



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**

**Employee Name**    Vacant

**Position Number**    4701121

**Supervisor Name**    Scott Nebeker

**Agency Number**    63400

**Effective Date**    11/01/15

**Position Revised Date**    10-10-13

**Classification Title**    **Principal Executive Manager E**

**Classification Number**    X7008

**Working Title**    Integrated Park Services Manager (Planning)

**Work Location (County)**    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       Administrative       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.**

People need special places to visit in Oregon where they can step away from the routine of everyday life; reflect on the past; and be inspired by incredible scenery and the natural world. This happens everyday at Oregon State Parks. When people access Oregon's special places and find value in their experience, they appreciate the state more and want to see it cared for to benefit future generations. This is crucial to making our lives better, more meaningful, richer, and more enjoyable. It is the role of the Integrated Park Services Section to help lead the agency in creating, planning, and stewarding these special places and vital experiences for park visitors.

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 building, operating, and maintaining a system of state parks across Oregon; by managing special programs including scenic waterways, natural areas, ocean shores, recreational trails, and historic preservation; and by providing assistance to local governments for recreation and heritage conservation. The 2013-15 legislatively approved budget included 592 full-time equivalent employees primarily stationed across three operating regions statewide and at the Salem headquarters office. OPRD provides services to support more than 42 million park visits each year with an agency biennial budget of \$209.4 million. The department oversees a statewide park system of 360 park areas with 51 campgrounds across a holding of over 102,000 acres.

Special places are inherent, but they are also created and have to be maintained. Constantly thinking in advance and evaluating visitor experiences is a key to providing special places over time. An integrated approach across essential park support in visitor experiences, planning, and park design is an effective way to create and maintain special places. The mission of the Integrated Park Services Section is to support great park experiences by helping staff understand, plan for, and deliver exceptional management of lands, facilities, and the experiences of visitors and volunteers. The Section does this with 10 full-time equivalent staff and a biennial budget of \$4.7 million. It is the “creative” Section at state parks and is responsible for the following functions.

#### **Park Planning:**

- Support Region Division staff with expertise in and prioritizing of park planning projects.
- Provide comprehensive and inclusive planning services to develop plans for the state park system including project specific plans, park specific plans, comprehensive plans, master plans, site plans, interpretive plans, and other guidance.
- Conduct citizen participation sessions and other techniques to enhance the quality of park planning.
- Provide land use consultation and acquire land use approvals in support of the Region Divisions and the Engineering Section.
- Support and collaborate with the Stewardship Section on park natural resource issues.
  - Support and collaborate with the Property Section on land acquisition planning and implementation.
  - Support and collaborate with the Engineering Section by providing planning assistance on engineering projects, trails projects, and IPS design services projects.
- Support the Communications Division's Statewide Comprehensive Outdoor Recreation Planning efforts and take a lead on implementing such planning in the state park system.
- Assist Communications Division and Heritage and Community Programs Directorate staff with the development and maintenance of a State Trails Plan, trails policies, and legislative concepts.

#### **Park Design:**

- Support Region Division staff with expertise in and prioritizing of park design projects.
- Provide landscape architectural, schematic design, design detail, and construction drawings, as well as trail design services to Region Divisions and in support of the Engineering Sections work.
- Maintain together with the Engineering Section a standard for park, overnight, day use, landscape, and trail design work.
- Manage the Department's sign program, processes, and approach to wayfinding in the parks.
- Provide technical support to Region Divisions for sign design and installation.
- Implement a State Trails Plan that keeps the state park system a world-class trails destination.

#### **Visitor Experiences:**

- Support Region Division staff with expertise in and the prioritizing of visitor experience projects including interpretation.
- Support Region Divisions in their planning and delivery of special events, the Let's Go program, and emergent visitor experience activities.
- Support the state-wide interpretive team and develop and deliver interpretive training to staff.
- Actively promote, recruit, orient, train, and help oversee volunteers to support Region Division and Department staff.
- Foster and build relationships with community and non-profit partners to enhance provision of exceptional visitor and volunteer experiences.
- Coordinate the ADA team and ensure investigation and response to inquiries and complaints regarding universal access and proper application of ADA guidelines for the Region Divisions and with the support of Communications Division staff.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to...**

- Envision park planning, park design projects, and visitor experience needs, and strategy for the state park system over a 2-6 year time horizon.
- Manage, direct, add value to, and be accountable for the work of the Integrated Park Services Section .
- Provide the administrative lead for the Section on scope, policy, budget, schedules, and staff supervision.
- Support Section staff in prioritizing requests and working together productively within and across work groups.
- Understand, inform, and support the needs of the Region Divisions in delivering quality visitor experiences.



### 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
40	R	E	<ul style="list-style-type: none"> <li>Implement, maintain, and communicate up-to-date scheduling of projects being worked on and for future project planning.</li> <li>Initiate and review staff reports or investigations and prepare reports on complex planning, design and related issues.</li> <li>Manage complex projects performed by consultants and contractors.</li> <li>Represent the department by participating in or coordinating interagency committees and task forces.</li> <li>Integrate state parks into statewide trail efforts.</li> <li>Act as a consultant to all levels of agency managers in the areas of visitor experience, park planning, landscape architecture, scenic and cultural landscape assessments, interpretation signage, trail design, land use, universal access/ADA, and volunteer services</li> </ul>
40	R	E	<p><b>Systems</b></p> <ul style="list-style-type: none"> <li>Plan, report, budget, supervise, and achieve compliance in a way that is consistent with department values, culture, and strategy.</li> <li>Provide administrative supervision for the Section staff, demonstrating proficiency at: interviewing, selecting and hiring new subordinate employees; providing for adequate training of subordinate employees; evaluating performance; making determinations regarding performance measures and management issues; coaching; advising on career development; approving or denying recommendations from subordinate employees on personnel actions; disciplining; and deselecting.</li> <li>Allocate, track, and report on budget for Section work consistent with the park system plan, Section strategy, department values, and the needs of frontline teams.</li> <li>Project the number and types of Section staff needed and use various personnel management system components (e.g., recruitment, selection, promotion, performance appraisal) to achieve department goals and objectives.</li> <li>Determine feasibility, economy, capability, and standards for work of the Section.</li> <li>Deploy adequate systems for delegating what-by-when work to be done by Section staff to insure that performance standards and agency goals and objectives are met and so as to support accountability for the results.</li> <li>Provide day-to-day guidance and oversight of subordinates (e.g., work assignments, consultation, and accountability) and actively support, promote and recognize high performance.</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 to promote as vacancies occur.</li> <li>Foster diversity in the workplace by actively seeking qualified AEE/SEIU candidates during recruitment.</li> <li>Ensure that Section staff is properly trained in safety awareness and procedures and that employees are afforded the opportunity to express environmental, health and safety concerns with the reassurance that such concerns will be addressed fairly and without retaliation.</li> <li>Ensure that Section staff understand and comply with all applicable laws, regulations, rules, policies and contract provisions as they perform their work assignments.</li> <li>Develop and maintain a robust system for service recovery to ensure stakeholder satisfaction even when failure occurs.</li> </ul>
5	R	E	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>Understand and be clear about the department mission, values, and strategies.</li> <li>Develop, understand, and communicate clear direction, consistent with department values and strategic goals, in the areas of visitor experiences, park planning, and park design to Section staff, peer groups, and external parties.</li> </ul>

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% of time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> <li>• Contribute to the directorate and department in making smarter strategic decisions by taking the initiative to provide important information and suggestions in an open-minded and positive way.</li> <li>• Envision visitor experiences, park planning, and park design needs and strategy for the state park system including projects and initiatives with a 2-6 year time horizon.</li> <li>• Develop short range planning with regard to the effective delivery of visitor experiences, park planning, park design, and related services over the course of the year and biennium.</li> <li>• Routinely evaluate Section execution against strategies from the perspective of park visitors and department staff supported by the Section.</li> <li>• Develop strategic plans for addressing systematic park planning throughout the park system.</li> <li>• Make sure that supported department staff and other stakeholders perceive that strategic trade-offs of the Section are made in a fair and transparent manner.</li> <li>• Work with the Assistant Director, Operations and the Project Review Board to develop planning and budget priorities for projects.</li> </ul>
5	R	E	<p><b>Structure</b></p> <ul style="list-style-type: none"> <li>• Establish clear accountability and authority specifications for all roles within Section staff and between peer groups.</li> <li>• Help each Section staff member understand what the department and public is counting on them for.</li> <li>• Communicate and reinforce the extent of individual authority as well as clear expectations for performance and accountability with Section staff.</li> <li>• Functionally synchronize park planning and park design with engineering and construction for optimal outcomes supportive of great visitor experiences.</li> <li>• Monitor work and adjust as necessary to ensure that organizational structure is providing adequate governance for the competent execution of strategy and such that department values are upheld.</li> <li>• Make sure that the structure within the Section and between peer groups encourages and facilitates open communication with stakeholders especially supported department staff and park visitors.</li> </ul>
5	R	E	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Embody department values and principles yourself and expect them from Section staff including integrity, commitment, reliability, initiative, and cooperativeness.</li> <li>• Place the state's and park visitor interests ahead of department and supported department staff interests and those ahead of Section interests and those ahead of staff interests and those ahead of self-interests.</li> <li>• Demonstrate open communication, listening, and concern for Section staff.</li> <li>• Act with integrity at all times, and competently and predictably deliver on commitments.</li> <li>• Be accountable for the co/mpetent execution of strategy, the performance of Section staff, adding value to their work, setting the direction of the Section, and getting staff to move along with you in that direction.</li> <li>• Take responsibility to continually grow your own understanding and skill set in visitor experiences, park planning, park design, and related fields such as GIS, archaeology, universal access, park engineering, stewardship, and park operations.</li> <li>• Represent the Section and department well to external audiences, and help Section staff do the same.</li> <li>• Take steps to develop the competencies within the Section necessary to exceed the expectations of park visitors and the supported department staff over the long term.</li> <li>• Review professional journals, publications, websites, and research documents to stay current on latest methods, materials, and practices relevant to the work of the Section.</li> </ul>

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% of time	N/R/NC	E/NE	DUTIES
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5	R	E	<p><b>Culture</b></p> <ul style="list-style-type: none"> <li>• Encourage strong shared norms and beliefs that uphold department values and principles and that bond Section and directorate staff together.</li> <li>• Perpetuate an organizational culture that values mutual trust in working relationships; confidence that the department has fit people with necessary capability; reliability; fairness and justice; openness and freedom from fear of expressing one's opinion; opportunities for participating in policy making; and treatment of individuals with respect and dignity.</li> <li>• Help all department staff stay focused on understanding and improving visitor experiences in the parks as part of the core culture and of department work activities.</li> <li>• Develop and maintain a great working relationship with Region Managers, the Engineering Manager, the Stewardship Manager, the Heritage Manager, Administrative Managers, and HR staff, in particular, by encouraging open and constant communication.</li> <li>• Help Section staff build great working relationships with other department staff and quickly resolve misunderstandings and disagreements by facilitating communication and focusing staff on shared values and the department mission.</li> <li>• Communicate department values to Section staff such that they support the department mission beyond self or Section interests and such that acting contrary to them would feel unacceptable and wrong.</li> <li>• Encourage understanding within the Section and department about park visitors, potential visitors, and the parks themselves.</li> <li>• Demonstrate knowledge of and support for the agency's Affirmative Action and Equal Employment Opportunity goals, standards, and procedures.</li> <li>• Promote a workplace free from safety hazards and ensure that employees adhere to and comply with environmental, health and safety laws, rules, regulations, and agency cornerstone principles.</li> </ul>
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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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## 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. The employee serving in this position:

- may work in, on and around buildings, facilities and grounds, inside and outside in all weather conditions;
- needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response situations;
- drives a variety of motorized vehicles, and may infrequently maneuver, manipulate, and operate hand and powered tools and heavy equipment;
- may sit or stand for long periods of time;
- works and may supervise various shifts including split, evenings, weekends, holidays, and long hours on short notice;
- travels frequently overnight throughout Oregon to other parks, headquarters, or other agency facilities for training and meetings;
- may be exposed to environmental and chemical hazards, allergens, and odors standard to area of assignment, such as high noise, chemicals, and fumes requiring safety controls;
- may be exposed to hostile and offensive language and actions from the public;
- uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures;
- performs duties of position with or without reasonable accommodation;
- frequently attends public events to seek public input on park and recreational programs;
- occasionally must attend meetings after regular working hours and on weekends
- participates occasionally in outdoor recreation events and activities that could involve walking over uneven terrain or other physically exerting activities.

## 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 contracts; department policy and procedures; park comprehensive plans; LCDC goals and policy; ASLA guidelines; Affirmative Action and EEO rules and guidelines; Department of Administrative Services policies, rules and guidelines; Bureau of Labor and Industries laws and regulations; Oregon Occupational Health and Safety Act rules and regulations; local land use plans; and State Workers Compensation rules.

- b. How are these guidelines used?

These guidelines are used for reference purposes and shall form the basis for performance of duties and interacting with employees, the public and with other government agencies; for dealing legally and effectively with situations which arise in the planning and management of park properties; to determine the priorities and procedures needed to accomplish department activities and objectives; for making decisions with regard to selecting consultants and contractors, awarding contracts, resolving contract disputes, and in overall project management; and to describe the relationship of the Section to other Sections and programs within the department.

## 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?
Park Development Administrator	In person, by mail, e-mail or telephone	Receive direction, report on progress, coordinate work	As Needed, monthly
Other department staff	In person, by mail, e-mail or telephone	Give and receive information, seek and provide guidance, coordinate work	Daily
Elected federal, state,	In person, by mail, e-mail	Give and receive information, seek and	As needed

county and local officials	or telephone	provide guidance, coordinate work	
Federal, state and local agency representatives	In person, by mail, e-mail or telephone	Give and receive information, seek and provide guidance, coordinate work	As needed
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; oversee or conduct public meetings and stakeholder groups	As needed
Merchants and contractors	In person, by mail, e-mail or telephone	Order services and materials, obtain price quotations, administer contracts	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Independently and in cooperation with other Section Managers, the Park Development Administrator the Director, the Deputy Director, and the Executive Team, the position makes a wide variety of policy and high-level operational decisions that affect the overall achievement of the department's strategic goals and objectives.

These decisions have broad effect on the Department's relationships with park visitors, staff, and stakeholders including other state and federal agencies, legislators, and local government officials; they assure responsible resource stewardship, facility placement and recreational use, and fiscal accountability to the citizens of Oregon; and they ultimately provide the public with well-maintained, safe, and attractive park facilities and the protection of irreplaceable resources for future generations.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Park Development Administrator	4701002	In person and by written annual evaluation	Monthly 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? 11 permanent, plus temps  
 How many employees are supervised through a subordinate supervisor? 2 non-supervisory leads help oversee 5 of the staff

- 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 and 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:

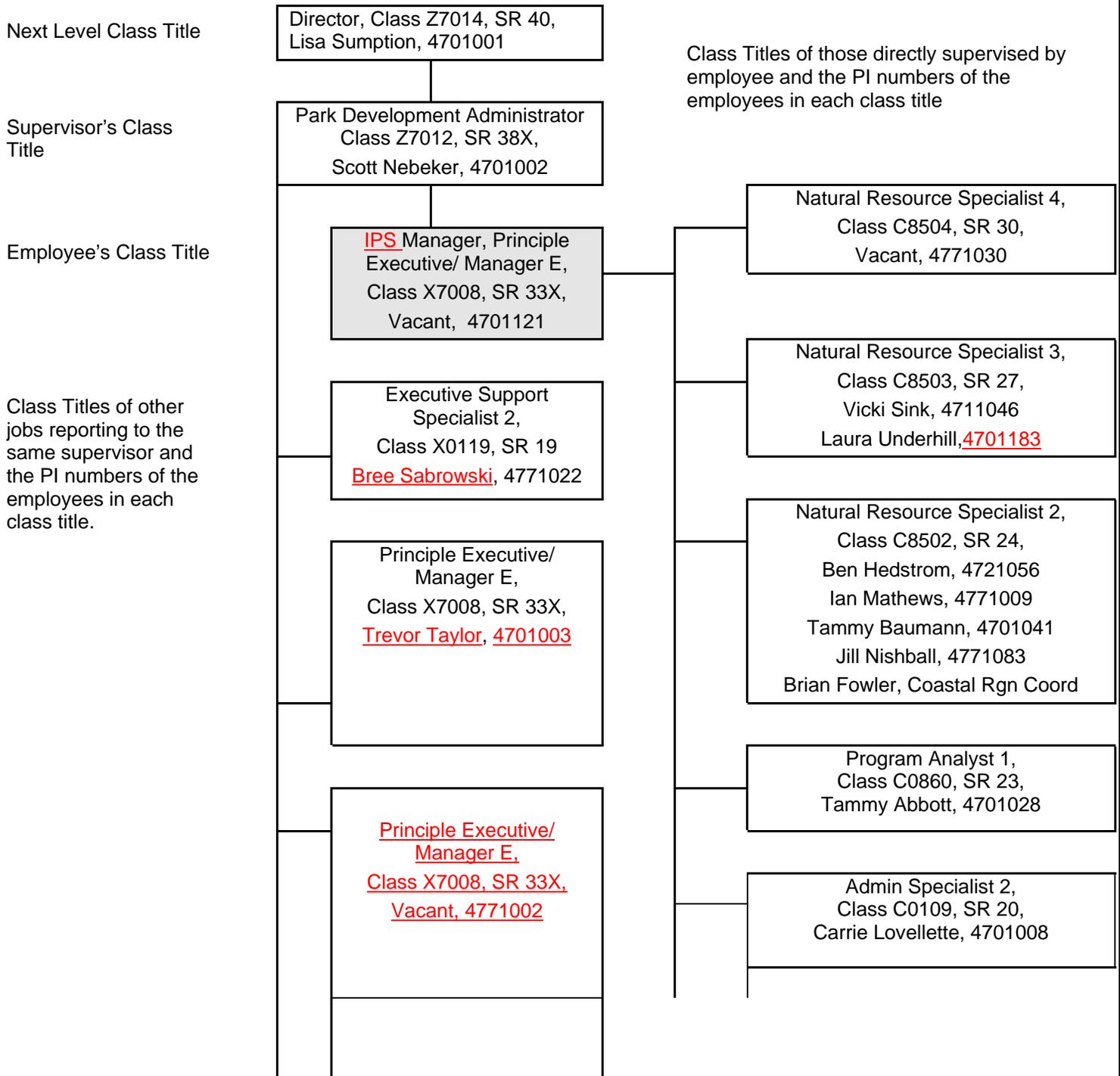
Background check and driving record must meet OPRD standards at the time of hire and throughout employment. Must comply with and adhere to applicable, state, local, and agency rules, laws, standards, and policies. Landscape architect's license is required at or within 12 months of hiring.

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

<b>Operating Area</b>	<b>Biennial amount (\$)</b>	<b>Fund type</b>
Integrated Park Services	4,700,000	Lottery and Other Funds

**SECTION 11. ORGANIZATIONAL CHART**

**Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number. (Classification specification and salary information can be found at <http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=ccrt>.)**



**SECTION 12. SIGNATURES**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date