



# 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

**Supervisor Name** Matt Rippee

**Effective Date** 11/01/15

**Classification Title** Construction & Facility Maintenance  
Manager 3

**Classification Number** X7008

**Working Title** Planning, Design & Real Estate Manager

**Work Location (County)** Salem-Marion/Hybrid

**Position Number** 4701121

**Agency Number** 63400

**Position Revised Date** 07/18/2025

**POSITION** ☐ Permanent ☒ Full-Time ☒ Limited Duration ☐ Academic Year  
☐ Seasonal ☐ Part-Time ☐ Intermittent ☐ Job Share

**FLSA** ☒ Exempt  
☐ Non-Exempt

**IF EXEMPT:**  
☒ Executive  
☐ Professional  
☐ Administrative

**ELIGIBLE FOR OVERTIME:**  
☐ Yes  
☒ 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.**

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](http://www.oregon.gov/oprd) under Budget & Facts.

This position is located in the Field and Community Services Division, which is a division of the Oregon Parks and Recreation Department (OPRD). The CPS includes the Community and Recreation Grants Program, the State Historic Preservation Office, Operations Resource Program, Park Improvement Program, Planning, Design and Real Estate Program, and Safety, Risk and Emergency Management Program. The F&C Services is responsible for statewide administration and coordination of these operational programs and policies.

The Planning, Design & Real Estate Program is responsible for leadership of a broad range of department processes and products including real property acquisition, 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 property management and park planning, trails development, and other outdoor recreation projects.

**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...**

This position exists to provide shared leadership and direction to internal and external partners in the areas of park and trail acquisition, planning, recreational facility design, and community engagement around recreational use and development. The position works with the other sections within OPRD to help identify current and future issues related to recreational use and development of Oregon's rich and diverse landscape. The position provides a high degree of strategic and creative thought to park development projects

### 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
45	R	E	<b>Leadership and Staff Management</b> <ul style="list-style-type: none"> <li>Provides direction and guidance to staff on overall strategies impacting the Planning, Design and Real Estate section to the Agency's operations and all associated programs.</li> <li>Sets goals and meets regularly with staff to facilitate and review performance; and provides performance feedback and evaluation to staff. Make any necessary changes to improve efficiency, effectiveness, and quality of the unit service and product.</li> <li>Assigns reviews and approves the completeness, accuracy, quality and quantity of work of subordinates.</li> <li>Develops work procedures that align with agency policy and establishes work schedules</li> <li>Serves as a resource, guidance and manager to staff and provides training to them as needed.</li> <li>Ensure that staff understand and comply with all applicable laws, regulations, rules, policies and contract provisions as they perform their work assignments.</li> <li>Manage, direct, and be accountable for the work of the Section</li> <li>Inform, and support the needs of the Region Divisions in delivering quality visitor experiences</li> <li>Provide professional expertise, recommendations, and guidance for interdisciplinary team to ensure section work product aligns with agency mission and direction from OPRD Commission and Executive Leadership</li> <li>Represent the OPRD Mission and exemplify the agency's operating principles at all times, including and especially when working with stakeholders, and during highly complex, political, or controversial situations</li> <li>Coordinate the work of the Section with the work of other support Sections</li> <li>Utilize excellent communication skills through a variety of outlets to engage in conversations regarding concerns and ideas, new or complex ideas, and to adapt new processes or plans</li> <li>Develop solution-oriented approaches to park and recreation planning efforts across the state that provide opportunities for park development, local economic activity, and sustainable approaches to resource management</li> <li>Allocate resources to improve project and service delivery and to ensure that agency resources are deployed efficiently and effectively</li> <li>Provide positive leadership for agency staff and ensure that employees have active feedback which encourages career development, growth, and accountability</li> </ul>

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% of time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> <li>Ensure that staff have access to training and information to broaden technical understanding of planning and design related concepts and property management rules policies and procedures</li> <li>Develop and implement strategic approaches throughout the park system and connected recreation resources of the state</li> </ul>
45	R	E	<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>Work with the Field &amp; Community Services Deputy Director to develop budget priorities and implement agreed on directions to meet state and local statewide land use goals, operational needs of the agency, and advance the mission of Oregon State Park System.</li> <li>Ensure agency alignment with current state Climate Adaption priorities</li> <li>Ensure that Master Planning efforts for park properties that meet agency requirements for public engagement, local stakeholder involvement, and transparency in decision making.</li> <li>Provide technical information within the purview of the program to facilitate coordination activities with other agencies, stakeholders, and sections of OPRD so that agency interests are represented in local land use, partner projects, or park use and management.</li> <li>Enable the work of the Sections by coordinating work with other agency sections</li> <li>Oversee and manage the design elements of state park facilities to ensure that OPRD managed lands represent the brand identity of the agency, and that resources are managed in a manner that ensures the best use of park sites and facilities.</li> <li>Build relationships with external advisory boards, commissions, local governments, recreation advocates to provide OPRD perspective on park and recreation development issues</li> <li>Provide resources and advice to park managers and agency staff so that other functional elements of park operations or department administration take into account the restrictions of property use, land use restrictions, or design guidelines.</li> <li>Inform decisions of property staff so that management of real property (acquisition, disposition, lease, and permitted use) is in accordance with applicable law, policy, and agency direction</li> <li>Oversee the process of property acquisition/disposition to ensure transactions meet agency objectives and relevant laws and policies</li> <li>Oversee the development of a sustainable concessions program for OPRD</li> <li>Develop short- and long-term strategies for overall parkland acquisition and dispositions</li> <li>Build relationships with external advisory boards, commissions, local governments, recreation advocates to provide OPRD perspective on park and recreation development issues</li> <li>Provide resources and advice to park managers and agency staff so that other functional elements of park operations or department administration consider the restrictions of property use, land use restrictions, or design guidelines.</li> <li>Develop and implement service delivery processes for property acquisition, planning and design services to ensure that quality outcomes are achieved, while encouraging stakeholder engagement and OPRD values are upheld</li> <li>Assign and manage workload throughout the section to ensure timely work product, monitor staff capacity, ensure good transitions between sections, and responsible resource expenditure</li> <li>Strategically evaluate workload, anticipating future project needs and emergency issues</li> <li>Identify risks to the section and agency that may arise from property, planning or design areas and develop responses and strategic approaches to ensuring quality</li> <li>Develop approaches and methods that enhance agency diversity and inclusion values</li> </ul>

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% of time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> <li>Ensure that all product and project delivery is done in accordance with relevant laws, policy, and procedure for OPRD and the State of Oregon.</li> </ul>
10	R	E	<p><b>Strategic Development</b></p> <ul style="list-style-type: none"> <li>Collaborate with Field Operations and external stakeholders to identify planning issues that may be 5-10 years in the future</li> <li>Envision and implement park planning, park design projects, visitor experience needs, and strategy for the state park system</li> <li>Oversee the agency policy on land management to ensure that the property portfolio of the agency meets current and future needs of park visitors.</li> <li>Manage plans and department efforts to ensure a constant work flow that maintains timely and relevant plans which are available for park staff</li> <li>Support Section staff in prioritizing project requests and facilitate project and work delivery by coordinating work across sections</li> <li>Collaborate with other division and section managers to ensure that efforts are guided by sound planning advice and concepts</li> <li>Evaluate and propose new tools and approaches to planning and design</li> <li>Advocate and develop staff to ensure a broad range of expertise and perspective, develop a strategic pipeline of staff to ensure future efforts are successful</li> </ul> <p><i>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.</i></p>
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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;
- 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 plan; department policy and procedure on real property acquisition and disposition, DLCD 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?
Executive Team	In person, e-mail, telephone	Give and receive information, report progress, understand agency direction	As Needed
Deputy Director Field & Community Services	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, county and local officials	In person, by mail, e-mail or telephone	Give and receive information, seek and provide guidance, coordinate work	As needed

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
Deputy Director Field and Community Services		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? 10 permanent, plus temps  
How many employees are supervised through a subordinate supervisor? 1 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. Oregon 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:

Operating Area	Biennial amount (\$)	Fund type
Property Planning Design	4,700,000	Lottery and Other Funds

## SECTION 12. SIGNATURES

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date