

M. J. H.



STATE OF OREGON POSITION DESCRIPTION



Agency Oregon Parks and Recreation Department

Region Coastal Management Unit Nehalem Bay

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	4721041
Supervisor Name	Mike Stein, District Manager	Agency Number	63400
Effective Date	05/20/13	Position Revised Date	
Classification Title	PARK MANAGER 3		
Classification Number	X8443		
Working Title	Manager 3		
Work Location (Park)	Nehalem Bay State Park		

POSITION Permanent Seasonal Full-Time Part-Time Limited Duration Intermittent Academic Year 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; by managing the Oregon Exposition Center; and by providing assistance to local governments for recreation and heritage conservation. The 2009-11 legislatively-approved budget includes 695.5 full-time equivalent employees located in the Salem headquarters office, the Oregon Exposition Center and three operating regions statewide. OPRD serves more than 40.2 million visitors per year with a biennial budget of \$199.9 million.

The North Coast Management Region (Region 1) is one of four field operation areas within the OPRD Operations Division. Region employees in 6 management units maintain park facilities, provide visitor services and on-site management to OPRD properties in 3 Oregon counties within the geographic region from Astoria to Yachats. The Region employs 159 positions comprised of 96.46 FTE (2 district managers, 7 park managers, 58 permanent field staff, and 101 seasonal/temporary staff). The Region consists of 68 parks, 7 reservation campgrounds, 2 non-reservation campgrounds, 4 day-use fee parks, and 2 Interpretive Centers. Region 1 encompasses 21,455 acres of the north/central coast. The Region has an annual visitation of over 15 million day-use park visitors, over 800,000 overnight park visitors, and a biennial budget of \$13.6 million. Region 1 has 4 cooperative associations or Friends groups and a volunteer program with over 30,000

volunteer hours annually. Region 1 utilizes community service individuals and special project crews.

Nehalem Bay Management Unit consists of 9,758 acres in Tillamook and Clatsop Counties. There are 360 campsites and 566 picnic units which receive approximately 2,800,000 day visits and 141,029 camper nights annually. The annual revenue from the unit is approximately \$1,500,000. The biennial maintenance and operation budget is approximately \$2,070,000. There are 9 full-time positions, 17 seasonal positions and 2 temporary positions. Approximately 16,000 volunteer hours (14.5 FTE) are donated each year. Budget is approximately \$8 million.

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:

manage the full range of park operational work, including long- and short-range planning; supervision of paid and volunteer staff through a subordinate manager; resource conservation; maintenance and visitor services activities, all within one of the larger and more complex state park management units in OPRD as determined by a combination of a high number of Maintenance Management Plan hours; a sophisticated level of facilities and complex infrastructure development; a large number of properties, FTEs and positions; a large budget; high revenue, day-use count and overnight visitation numbers; the presence of threatened and endangered plant and animal species; listing on the National Register of Historic Places of above- and below-ground cultural resources within MU parks; the presence of OPRD cooperating associations and several intergovernmental, agricultural or concession agreements.

The Nehalem Bay Management Unit is comprised of the following properties: Nehalem Bay State Park, Oswald West State Park, Ecola State Park, Saddle Mountain State Park, Cougar Valley State Park, Manhattan Beach State Recreation Site, Hug Point State Recreation Site, Arcadia Beach State Recreation Site, Tolovana Beach State Recreation Site, 7 State Viewpoints/Natural Sites and the Ocean Shore between Tillamook Head and the North Jetty of Tillamook Bay. The Unit includes property on 2 significant ocean shore headlands, a mountain summit with rare or threatened diverse plant populations and major segments of the Oregon Coast Trail.

The Nehalem Bay Management Unit has a total of 70,402 Maintenance Management Plan (MMP) hours. MMP hours are a nationally recognized standard of performance in the parks and recreation industry. As such, MMP hours serve not only as an index of the size of any sub-unit in a parks department, but also as a measure of its complexity. The MMP hours, combined with other park operational elements, determine the level of operational and management complexity, resulting in the classification level for OPRD Park Managers and Park District Managers. Operational elements can include but are not limited to: facility and infrastructure development; fewer properties, FTEs and positions; budget, revenue, day-use count and overnight visitation; Threatened and Endangered plant and animal species; above- and below-ground resources listed on the National Register of Historic Places; OPRD cooperating associations, intergovernmental or other agreements; or a combination thereof.

SECTION 3. DESCRIPTION OF DUTIES

<i>List position's major duties, stating percentage of time for each duty.</i>	N New R Revised NC No Change	E Essential Functions NE Non-Essential Functions
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% of time	N/R/NC	E/NE	DUTIES
30%	NC	E	STAFF SUPERVISION <ul style="list-style-type: none"> • Directly plan and supervise the maintenance, operation, interpretation, rehabilitation and construction activities for all park properties within the management unit. Crews may consist of permanent, seasonal and/or temporary State Park employees; Oregon Youth Corps; Department of Corrections inmates; juvenile inmates; court-appointed volunteers; private employment agency clients; Friends members and other group or individual volunteers. • Supervise individuals and teams directly or through subordinates. Specific duties may include: <ul style="list-style-type: none"> ○ Prioritizing the tasks to be accomplished and planning the means for their accomplishment. ○ Developing work schedules and assigning and reassigning tasks to accomplish prescribed work. ○ Giving direction concerning work procedures and transmitting established standards of performance to workers or team leaders.

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
			<ul style="list-style-type: none"> o Ensuring that materials and equipment to complete the tasks are on hand. o Reviewing work of employees for conformance to standards and assessing workers' performance. • Supervise the implementation and operation of OPRD revenue programs including camp site & yurt reservation & registration, group and club camping, day-use fee collection, group picnic reservations and special events. • Support the OPRD's affirmative action plan and maintain a work environment free from harassment and discrimination; promptly investigate complaints. • Participate in hiring interviews and recommend hiring of year-round and seasonal staff. • Provide orientation and training for new employees & provide employee development and safety training opportunities for all employees. Encourage continuing education in resource management, technical knowledge and safety, communication and interpersonal skills. Monitor CEU requirements for employees' licenses and certificates. • Complete performance evaluations for seasonal and permanent employees based upon their success in achieving agreed-upon objectives. • Ensure that staff comply with OPRD policies and procedures. • Initiate performance improvement plans and disciplinary actions. • Conduct business according to the current SEIU/OPRD contract; respond to grievances at the first level.
25%	NC	E	<p>PROJECT/PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> • Conduct boundary inspections for trespass violations; inspect properties for negative impacts to natural and cultural resources. • Maintain an appropriate inventory of maintenance and operations supplies and materials. • Write materials or work specifications, obtain quotations, purchase materials or authorize work based upon state purchasing policy. • Dispose of surplus property by following approved procedures. • Develop specific plans for the completion of all management unit projects and programs, including employee, material, equipment and budget needs,. • Provide opportunities for and actively seek volunteer participation in park maintenance and operations projects and visitor services programs. Work with Friends groups, Partners-in-Parks, camp hosts, extended service hosts and volunteer individuals or groups to supplement paid staff. Provide training, materials, tools and equipment where necessary. • Research and promote the most efficient and cost-effective methods of park maintenance and operations while ensuring that OPRD maintenance standards are met on all facilities and properties. Ensure that accurate methods are used to monitor the inventory and condition of equipment, facilities, utility systems, natural and cultural resources. • Oversee difficult or complex assignments in landscape maintenance, facility and utility system maintenance, repair & rehabilitation and new construction. Such assignments may require blueprint and contract reading, carpentry, plumbing, electrical wiring, masonry, asphaltting, painting and other construction knowledge or skills. • Work with the District and Region managers and OPRD staff to effectively manage natural and cultural resources within OPRD guidelines and in a manner which will protect resource values, especially native plants; rare, threatened & endangered species; significant wetlands and cultural or historic properties contained on park lands within the Management Unit. • Inspect park properties and facilities to identify potential hazards; take appropriate and necessary measures to eliminate or mitigate hazards. • Perform other duties as required or assigned.

SECTION 3. DESCRIPTION OF DUTIES

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N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
10%	NC	E	<p>VISITOR SERVICES</p> <ul style="list-style-type: none"> Develop special events and programs in cooperation with OPRD and Coastal Region Visitor Services Teams to attract park visitors and provide recreational opportunities and the interpretation of natural and cultural resources. Ensure that visitor compliance with park area rules and regulations is obtained. May issue written warnings and park citations as necessary. Ensure that factual, interesting information about local attractions and OPRD properties and programs is provided to park visitors, news media, service clubs and civic organizations. See that Jr. Ranger and evening programs are in major campgrounds during the summer season. Inspect park properties and facilities to identify potential hazards; take necessary measures to eliminate or mitigate hazards.
35%	NC	E	<p>OFFICE OVERSIGHT</p> <ul style="list-style-type: none"> Supervise office activities to ensure that various field reports are prepared in a timely and accurate manner including payroll, periodic and special operations reports, purchasing documents, cash handling and revenue reporting procedures. Maintain timely and accurate equipment service records, safety inspection reports, hazardous tree surveys, capital inventory and other records as required. Plan the management unit goals and objectives and budget including staffing, maintenance and operations, new construction, repair and restoration, acquisition, capital and fleet equipment needs. Ensure that budget expenditure controls, monitoring systems, purchasing and contracting procedures are followed. Participate in meetings with the region leadership team; communicate frequently with the District and Region managers in person, by phone, e-mail, fax or memo to review progress toward management unit, district, region and agency goals and objectives. Ensure that park areas have up-to-date maintenance and operations plans including emergency procedures, water and sewer system maintenance plans, integrated pest management programs and preventative maintenance programs. Maintain a current maintenance management plan (MMP) and Project and Facilities Management Plan (PFMS) for all park areas within the management unit.
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 in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Occasionally works in office operating computers and other office equipment. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position including emergency response situations. Walks up and down inclines and stairs, over rough, uneven, and slippery terrain or paved surfaces and over distances up to 5 miles. Works in stairwells and on ladders, scaffolds, and rooftops. Reaches above shoulder level and occasionally works on hands and knees. Bends, stoops, crouches, kneels, crawls, climbs, twists, pushes and pulls in regular performance of duties. Drives a variety of motorized vehicles. Maneuvers, manipulates and operates hand & powered tools and heavy equipment. May sit or stand for long periods of time. May lift and move up to 50 pounds on a regular basis and up to 100 pounds or more with assistance. May work in congested work areas, confined spaces and remote locations. May interact frequently with the public. Occasionally works alone, within phone or radio communication. Works and supervises various shifts including split, evenings, weekends, holidays, and long hours on short notice. Travels overnight 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. Cleans up and disposes of human-generated waste, animal waste and carcasses. 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.

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, Enforcement Manual, Pesticide Manual, Visitor Services Manual, park master plans, Maintenance Handbook, Uniform Building Codes, OLCC, L.C.D.C. goals, Affirmative Action and EEO rules and guidelines, Hazardous Materials Manual, State Workers Compensation rules, ODOT Highway Construction Standards, Department of Administrative Services policies, rules and guidelines, Bureau of Labor laws and regulations, Oregon Occupational Health and Safety Act rules and regulations and local land use plans.

b. How are these guidelines used?

These guidelines form the basis for interacting with employees, the public and with other government agencies and for dealing legally and effectively with situations which arise in the management of park properties. They are used to determine the priorities and procedures needed to accomplish management unit activities and objectives. They describe the relationship of field operations to other divisions and programs within OPRD.

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?
Other OPRD Staff and Volunteers	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	Daily
Federal, state, county and local officials and agency representatives	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	Daily
Law enforcement representatives	In person, by mail, e-mail or telephone	Assist or receive assistance in enforcing Park Area Rules	As needed
Park visitors	In person, by mail, e-mail or telephone	Give information or assistance, enforce Park Area Rules	Daily
Merchants and contractors	In person, by mail, e-mail or telephone	Order 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.

Makes a full spectrum of long- and short-term planning and operations decisions as well as management procedure and park master plan interpretations independently. May occasionally consult with OPRD staff and District or Region Manager. These management decisions affect the overall achievement of the goals and objectives of one of the largest, most complex OPRD units, having 65,000 or more MMP hours. Management units of this size have biennial budgets in excess of \$2 million and operate with approximately 30 FTE employees.

The results of these decisions directly impact the day-to-day supervision, coordination and administration of the management unit workforce as provided to the management unit by an assistant park manager (Park Ranger Supervisor class). Decisions affect the protection of extremely sensitive natural and cultural resources, many of which are contained on federal registers and listings. They ensure compliance with collective bargaining agreements, including employee discipline and Level 1 grievance resolution; legal and proper purchasing and procurement; contract specifications and administration; the effective use of equipment and materials; the proper procedures for building, grounds and facilities maintenance; and correct methods of park visitor interaction.

Ultimately, these decisions provide the public with well-maintained, safe park facilities, consistency of policy and procedure, cost-effective productivity and sustainable resource stewardship over a long period of time.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
District Park Manager 2	4731060	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, procedures and success in achieving program goals and objectives.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 2
How many employees are supervised through a subordinate supervisor? 25

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 possess a valid driver's license at the time of hire.
 - Must wear OPRD-supplied uniform and comply with appearance code when on duty.
 - Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.
 - Must obtain Oregon Driver's License, First Aid/CPR Certification and OPRD Enforcement Officer Status after appointment.
- Required to live in the Nehalem Bay State Park residence as a condition of employment.

The person in this position must have:

- Skill in determining the methods, means and personnel by which park operations are to be conducted in very large, complex or numerous OPRD properties.
- Skill in assigning work to be done.
- Skill in evaluating the quality and quantity of work performed by direct report personnel.
- Skill in evaluating the effectiveness of plans and activities and in recommending changes for improvement.
- Skill in communicating effectively with the general public, media, agency and local government officials.
- Skill in developing and maintaining positive working relations with neighboring property owners and mid-level agency and local government representatives.
- Skill in preparing position description documents.
- Skill in working within collective bargaining agreements.
- Skill in preparing large biennial management unit budget and operating within budgetary limits.

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

Operating Area	Biennial amount	Fund type
Maintenance and Operations	\$2,070,000	Other Funds
Facility Investment Strategy	\$150,000	Park and Natural Resource (Lottery)

SECTION 11. ORGANIZATIONAL CHART



NEHALEM BAY
MANAGEMENT
UNIT

Dennis Comfort
Region 1 Manager
Park Region Manager
X8439 4721170

Mary Green
Region 1 Administrative
Assistant
C0118 4721115

Mike Stein
Park District Manager 2
X8438 4721002

Matt Rippee
Park Manager 3
X8443 4721041

Joni Steel
Park Specialist
C0801 4721154

Gary McDaniel
Park Ranger Supervisor
X8440 4721175

Park Ranger 3
C8436
Bo Ensign (woc) 4721165

Park Ranger 2
C8435 SR#20
Russell Bowen 4721089
Shelley Parker 4721048

Park Ranger 1
C8434 SR#18
Geoff Baertlein 4721064
Jason Blarjeske 4721074
Alexandra Barbis 4721082
Amy Hurst 4722179

**15 Seasonal
Park Ranger Assistant**
C8433 SR#12

4722007	4722051
4722061	4722062
4722070	4722087
4722095	4722096
4722098	4722109
4722160	4722171
4722191	4732144
4742061	

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date