



POSITION DESCRIPTION

Agency Oregon Parks and Recreation Department

Region Coast

Management Unit N/A

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	4721170
Supervisor Name	JR Collier	Budget Authorization Number	577260
Position Establishment Date		Agency Number	63400
Classification Title	Natural Resource Protection and Sustainability - Administrator 1	Representation Code	MMS
Classification Number	7462	Position Description Revised Date	9/1/2026
Working Title	REGION DIRECTOR		
Work Location (Park)	Coast Region Office (Newport)	Employee Review Date	

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; 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 Coast Region is one of three field operation areas within the OPRD Statewide Operations Division. Region employees in 13 management units maintain park facilities, provide visitor services and on-site management to OPRD properties in 7 Oregon counties. The Coast Region has 113 parks, waysides and recreational area properties. Facilities and programs include 15 overnight camps and 98 day-use areas, various hiker/biker, horse and group camps, concessions, agricultural

leases, State Recreation Trails and Scenic Waterways, historic buildings and volunteer groups, recreation and visitor service programs. The region staff consists of 313 year-round and seasonal FTE, and operates with a biennial budget in excess of \$ 56 million dollars.

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:

Serve as the chief operating officer and administrator within the region and be ultimately responsible for all OPRD business and operations that take place therein, by providing a critical leadership role within the agency in addition to the strategic planning, operational standards and supervision that is required to carry out the Oregon Parks and Recreation Department's mission.

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
10	R	E	Representing and Coordinating - Serve on any local, regional, statewide committees or boards to recommend practices, or policy that supports the systems of protecting and sustaining our natural, historical or cultural resources for the purpose of recreation and sustainability, seeking to fulfill the agency mission. - Present, explain, and market the agency's and region's goals and activities to persons and groups outside the agency and to higher level supervisors and other work units within the agency. - Develop and maintain positive, effective working relations with a wide variety of stakeholders, including elected local, state and federal representatives; local, state and federal agency representatives; special interest groups; property neighbors; community members; volunteers; agency commissioners; and the general public. - Promote a customer service ethic throughout the region that leaves visitors and the general public with positive, memorable experiences. - Perform liaison functions and integrate agency and region activities with the activities of other work units and organizations. - Coordinate region activities and delivery of services with other Region Managers, Program Managers and Assistant Directors to promote outdoor recreation, access, and interpretation and to best achieve the agency's mission and goals. - Communicate effectively with the general public and media representatives in responding to individual and group inquiries and concerns, and in conducting public meetings.
30	R	E	Planning and Leadership - Determine, establish and authorize region policies to provide the direction of the region ensuring compliance with rules/statutes, federal, state and local jurisdictions. - Establish regional goals, objectives, and priorities and the structures and processes necessary to carry them out. - Provide leadership to implement agency strategic and long-range goals and objectives at the region level. - Participate in the preparation of the agency's operational benchmarks, goals, objectives, policies and plans and align region goals and objectives with these. - Responsible Manager by providing high level direction, supervision and leadership for agency programs and projects within the region and by being accountable for overall success including control of expenditures and ensuring timely delivery of projects. - Convert plans to actions by setting short-term objectives and priorities; scheduling and sequencing activities; and establishing effectiveness and efficiency standards and guidelines.

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NC No Change

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NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
			• Insure that the agency vision is practically implemented through subordinate, mid-level managers at the district level. • Participate in or take leadership of agency-wide studies or analyses to improve the overall management of the department or to streamline procedures and promote operational efficiencies.
20	R	E	Administering Financial and Material Resources • Oversee the region budget including development and implementation ensure appropriate stewardship of all resources including, staffing and equipment. • Prepare, justify, and administer region biennial budgets in excess of \$50 million from a variety of fund sources to achieve region goals and objectives. • Assist in the preparation of the Operations Division budget. • Oversee region logistical operations and adjust district and management unit biennial budgets, FTE and position levels and project priorities to achieve region goals and objectives and to stay within biennial budget allocation. • Assure the availability of adequate supplies, equipment, and facilities to meet agency and region goals and objectives. • Oversee region business practices and make sure that state government and agency policies and procedures for revenue collection, procurement, contracting, financial accounting, and related reporting are followed. • Promote the use of technology and procedural efficiencies within the region to keep costs down, support long-term stability, and achieve high performance.
20	R	E	Utilizing Human Resources and Supervising Employees • Assure that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner. • Project the number and types of staff needed in the region and use various personnel management system components (e.g., recruitment, selection, promotion, performance appraisal) to achieve agency goals and objectives. • Perform supervisory duties including: interviewing, selecting and hiring new subordinate managers; providing or arranging for training of subordinate managers; evaluating performance; making determinations regarding performance measures and management issues; approving or denying recommendations from subordinate managers on personnel actions. • Delegate work to be done to subordinate mid-level managers, region staff and administrative personnel; review work to insure that performance standards are met. • Encourage appropriate actions, training and development of programs within the region to assure that employees have the necessary knowledge, skills and abilities to perform at a level of excellence and promote as vacancies occur. • Demonstrate knowledge of and support for the agency's Affirmative Action and Equal Employment Opportunity goals, standards, and procedures. • Foster diversity in the workplace by actively seeking qualified AA/EEO candidates during recruitment and by encouraging district and park managers within the region to do the same. • 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. • Ensure that employees are properly trained in safety awareness and procedures and that they are afforded the opportunity to express environmental, health and safety concerns with the reassurance that such concerns will be addressed fairly and without retaliation. • Serve in rotation as the Safety Review Board chair.

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% of time	N/R/NC	E/NE	DUTIES
			Provide day-to-day guidance and oversight of subordinates (e.g., work assignments, consultation, and accountability) and actively support, promote and recognize high performance.
10	R	E	Resource Stewardship - Advocate and interpret agency values related to natural, cultural, historic, archaeological, and scenic recreation resources and uses to a variety of internal and external stakeholders. - Identify areas of risk to park visitors and agency property and personnel and make sure that appropriate actions are taken to mitigate risks and avoid harm. - Provide regional oversight and consistency for the protection, preservation and management of natural and cultural park resources. - Advise Property and Resource staff about appropriate acquisition opportunities within the region; review acquisition proposals; and coordinate agency goals for the expansion of park resources within the region. - Promote a sustainability ethic within the region to encourage conservation of resources, environmental protection, and long-term stability in meeting the agency's mission. - Protect the long-term value of State assets entrusted to the care of the agency including lands, natural resources, information, facilities, equipment, and materials.
10	R	E	Reviewing Implementation and Results - Make sure that programs, projects, and policies are being implemented and adjusted within region adequately to meet the overall goals of the agency. - Keep up-to-date on the overall status of activities in the region. - Identify problem areas and gaps in performance and ensure that corrective actions are taken on a timely basis. - Assess critically the extent to which program and project goals are achieved within the region. - Evaluate the effectiveness and efficiency of region operations. - Identify and implement means for improving region performance. <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>

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 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 and rule enforcement situations. Drives a variety of motorized vehicles, and may 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 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. 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; 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	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	Daily
Federal, state and local agency representatives	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	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
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.

Independently and in cooperation with other region managers and the OPRD Executive Team, the person in this position makes a wide variety of policy and high-level operational decisions that affect the overall achievement of the agency's strategic goals and objectives.

These decisions have broad effect on the Department's relationships with park staff, visitors and stakeholders including other state and federal agencies, legislators, and local government officials; they assure responsible resource stewardship and fiscal accountability to the citizens of Oregon; and they ultimately provide the public with well-maintained, safe 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
Administrator 2 Deputy; Statewide Operations		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? 7
How many employees are supervised through a subordinate supervisor? 300+
- b. Which of the following activities does this position do?
- | | |
|---|--|
| ☒ Plan work | ☒ Coordinates schedules |
| ☒ Assigns work | ☒ Hires and discharges |
| ☒ Approves work | ☒ Recommends hiring |
| ☒ Responds to grievances | ☒ Gives input for performance evaluations |
| ☒ Disciplines and rewards | ☒ 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 (\$00000.00)	Fund type
Maintenance and Operations	\$ 56,000,000	Other Funds
Facility Investment Strategy	\$ 4,500,000	Park and Natural Resource (Lottery)

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/Pages/cgi-bin/ccrt.aspx?pg=ccrt>.)

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

PD version:

HRA Initials:	Entered by:
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