



# STATE OF OREGON POSITION DESCRIPTION



**Agency** Oregon Parks and Recreation Department

**Region** Mountain **Management Unit** Clyde Holliday

**Position Description Status** ☐ New ☒ Revised

- ☒ Classified Represented
- ☐ Classified Unrepresented
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc – Confidential

## SECTION 1. POSITION INFORMATION

<b>Employee Name</b>	VACANT	<b>Position Number</b>	4751020
<b>Supervisor Name</b>	Kirk Barham	<b>Agency Number</b>	63400
<b>Classification Title</b>	Natural Resources Spec 2	<b>Position Description Revised Date</b>	2/19/25
<b>Classification Number</b>	C8502		
<b>Working Title</b>	Museum Curator		
<b>Work Location (Park)</b>	Kam Wah Chung		

**POSITION** ☒ Permanent ☐ Part-Time ☐ Intermittent ☐ Academic Year  
☐ Seasonal ☒ Full-Time ☐ 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 the 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:

<https://www.oregon.gov/oprd/AO/Pages/AU-budget.aspx>

**REGION:**

Mountain Region is one of three field operation areas within the OPRD Operations Division. Region employees in 14 management units maintain park facilities, and provide visitor services and on-site management to OPRD properties in 19 Oregon counties. Mountain Region has 44 parks, waysides and recreational area properties. Facilities and programs include 25 overnight camps and 43 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 184 year-round and seasonal positions equivalent to 113.74 FTE, and operates with a biennial budget in excess of \$32 million dollars.

#### EASTERN DISTRICT:

The Eastern District of OPRD is comprised of 4 management units (MU's) namely Blue Mountain MU, Clyde Holliday MU, Farewell Bend MU and Wallowa Lake MU. The MU's total 15,360 acres and is one of three districts within the Mountain Region of OPRD. District employees maintain park facilities; provide visitor services and on-site management to OPRD properties in Baker, Grant, Harney, Malheur, Union, Umatilla and Wallowa counties. There are 30 parks, waysides, State scenic corridors and recreational area properties. Facilities and programs include 660 campsites and 424 picnic areas, various hiker/biker, horse and group camps, concessions, agricultural leases, trails, scenic biways/waterways and historic buildings. The District receives approximately 1.9-million-day use visits and 175,500 overnight visits per year bringing in revenue of a million dollars with an operating budget of 10.4 million. The district staff consists of 22 year-round positions with 40 seasonal positions and over 23,000 volunteer hours – the equivalent of 11 full-time positions.

Clyde Holliday Management Unit consists of 430 acres in Baker, Grant and Harney Counties. There are 94 campsites and 90 picnic units, which receive approximately 400,902-day visits and 22,769 camper nights annually. The annual revenue from the unit is approximately \$ 257,002 The biennial maintenance and operation budget is approximately \$ 2,673,502 million. There are 7 full-time positions, and 8 seasonal positions.

- a. 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...**

Perform the administration and stewardship tasks related to the operation of the Kam Wah Chung Museum and interpretive center. Oversight of the museum artifact and archival collection, , interpretive programming and general operations and maintenance of museum buildings and property.

### SECTION 3. POSITION DUTIES

List position's major duties, stating percentage of time of each duty.

<b>N</b>	New	<b>E</b>	Essential Functions
<b>R</b>	Revised	<b>NE</b>	Non-Essential Functions
<b>NC</b>	No Change		

% OF TIME	DUTIES		DESCRIPTION
	N / R / NC	E / NE	
40%	R	E	<b>Historic KWC Building and Interpretive Center Operations</b> <ul style="list-style-type: none"><li>Organize and participate in the daily operations of the historic building, interpretive center and collections management of the museum and archival collections.</li><li>Provide direction for contractors and others performing tasks associated with the collection; review work to ensure conformance with assigned tasks and ensure outcome</li><li>Install and/or supervise the display up artifacts in temporary and permanent exhibits.</li><li>Implements OPRD collection management policy.</li><li>Follow OPRD Collection Management Policy??</li><li>Work closely with internal staff and external contacts, as necessary, to communicate with donors, Friends, volunteers, members of the public, and members of the media concerning the museum, its collection and its operation while adhering/following OPRD communication policy and procedures.</li><li>Respond to research requests</li><li>Work on various collections management and archival projects.</li><li>Communicate with park, district and/or region manager to ensure administration of program and facility meets agency expectations and set outcomes.</li><li>Conduct historical research through scholarly research on historical themes, in-depth object research to document provenance and significance, and applied research to support interpretation, preservation,</li></ul>

and public engagement efforts.

- Developing and implementing Integrated Pest Management plan, housekeeping plan, preservation plan, and conservation plan, for preservation of the historic museum and archival collection and historic KWC building
- Participate in hiring interviews and recommend hiring
- Assist in the orientation and training of new employees, park hosts, and volunteers
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20%

R

E

**Resource Conservation Related Duties**

- Serve as the region-wide resource for approved standard practices relating to the conservation, preservation and protection of significant cultural resources. Mentor permanent and seasonal employees in these practices
- Cooperate with other agencies, Friends group, volunteers and citizen groups to effectively manage resources within OPRD policy and guidelines in a manner to protect significant cultural resources.
- Assist the Park Manager to Coordinate activities, make decisions and provide leadership for employees and volunteers in areas such as facility operations, special events and resource management.
- Ensure curatorial standards for the conservation/care and interpretation of artifacts within the Interpretive Center and Historic Building and collections are met by providing leadership and direction to staff and volunteers

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15%

R

E

**Resource Interpretation Related Duties**

- Take lead role in coordinating and implementing various visitor services programs and special events initiated by management or others in cooperation with the Field Services Division.
- Represent OPRD to local agencies, volunteers and organizations to promote interpretive programs and cultural resource through speaking engagements and participation in community activities.
- Foster interagency cooperation, shared resources, information exchanges and effective working relationships with other agencies, groups and organizations.
- Serve Park Managers, park interpreters and program hosts in the region as a resource for park interpretation. Attend region leadership team meetings. Represent the interests of the region as a member of the OPRD Statewide Interpretive Committee.
- Evaluate “ready-made” interpretive programs for potential use in unit parks. Modify such programs to increase their value to visitors in specific parks throughout the unit, district and region. Ensure such programs are consistent with the OPRD Strategic Interpretive and Region Interpretive Plans.
- Provide leadership in the development of interpretive plans for unit parks and district parks: perform research, facilitate meetings, compile and analyze data and other information, coordinate graphics, write progress reports, complete final interpretive plans; prepare RFPs and manage contracts for work related to park interpretive plans.
- Assist Park managers and park interpreters in creating appropriate, original interpretive opportunities for park visitors. Ensure that such programs are consistent with statewide and regional interpretive plans.
- Provide interpretive training to park staff who may be asked to conduct interpretive programs, historic KWC building tours, and special events.
- Provide interpretive training to hosts, and volunteers who may be asked to assist with program delivery or special events.
- Ensure programs such as historic KWC building and interpretive center tours, JR Beaver, and special events as well as adapted ready-made presentations and original, local presentations meet uniform, high-quality standards for OPRD presentations. .

- Develop and update a curriculum for training seasonal interpreters that can be used at parks throughout the unit, district and region.
- Observe the interpretive activities of park interpreters, volunteers and program hosts throughout the region and evaluate the quality of their presentations utilizing evaluation forms. Provide feedback to interpreters, hosts, volunteers and their respective managers.
- Represent the interests of OPRD on inter-agency interpretive working teams, local interpretive groups and associations. Participate in school outreach presentations promoting resource protection and interpretation.
- Advocate the values of interpretation through presentations to ORPD staff, friends' groups, local governments and civic organizations.
- Participate in the recruitment, selection and training of seasonal and year-round park interpreters.

5%	R	NE	<b>Building Maintenance</b> <ul style="list-style-type: none"> <li>• Perform hands-on maintenance duties as needed to support overall facility operations. These duties include all typical park maintenance tasks such as:</li> <li>• Basic Plumbing: unclogging toilets, sinks, drains, water and sewer lines; repairing or replacing sinks, toilets, urinals, faucets, hose bibs, flush-o-meters, washers and gaskets.</li> <li>• Basic Electrical: resetting circuit breakers and replacing fuses; replacing light bulbs, outlets, switches, cover plates and circuit breakers.</li> <li>• Clean restrooms, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures with approved chemicals;</li> <li>• Keep toilet paper and paper towel dispensers filled;</li> <li>• Collect, separate and properly dispose of garbage and recyclable materials;</li> <li>• Clean fireplaces, tables, footpaths, parking areas, wastewater disposals, signs, drinking fountains and other small fixtures;</li> <li>• Pick up and properly dispose of litter;</li> </ul>
10%	R	E	<b>Project Oversight Related Duties</b> <ul style="list-style-type: none"> <li>• As a member of Clyde Holliday Management unit, work closely with the District manager, and Park Manager who supervise assigned park areas. Responsibilities include participation in:</li> <li>• Discussing, preparing, evaluating costs and coordinating area visitor service programs within assigned area of the park.</li> <li>• Visitor service activities including interpretation, special events, recreation programs, law enforcement and operation of visitor centers, museums and interpretive centers.</li> <li>• Follow rules, protocols and procedures including OPRD Policy and Procedure manual, Park Maintenance Handbook, Pesticide Application regulations, Uniform Building Codes and apply them in determining an appropriate course of action for the projects that they are involved in.</li> <li>• Assist Park Manager with setting work schedules, prioritizing projects, participating in leading discussions at crew meetings and preparing assignments for others related to the assigned area of the park.</li> <li>• Assist Manager with setting performance standards for work performed in the assigned area of the park and provide manager feedback for employee evaluations.</li> <li>• Follows purchasing contracting procedures within Budgetary Units.</li> <li>• Participate in regular meetings with area management staff and meet informally with field employees on a regular basis. Keep lines of communication open. Inform the Manager of any problems, opportunities, and efficiencies undertaken and recommend actions or solutions.</li> <li>• Assist in the completion of projects by overseeing teams of permanent, seasonal, and/or temporary State Park employees, private employment agency clients,</li> </ul>

cooperating association members and other group or individual volunteers in completing the most exacting and complex park resource and facility maintenance, restoration, rehabilitation and construction projects within park historic sites, historic areas and day use areas.

- Prepare written material and work specifications, obtain quotations, purchase materials or authorize work based upon state purchasing policy.
- Follow the OPRD compliance manual to ensure that project plans are appropriate and have the required approvals.
- Coordinate people, material and equipment resources with the park managers, volunteers and cooperating associations to accomplish the agreed-upon projects.
- Inspect state-force, volunteer and contract projects to ensure compliance with plans and specifications. Prepare related reports.
- Research and recommend the most cost efficient, effective and sustainable methods to complete projects, maintenance and operations while meeting OPRD's quality standards.
- Keep the region management team members informed of project progress.
- Complete special projects, reports or assignments related to significant historical and cultural resource maintenance and operations; present information and lead discussions at region management meetings;

5%	R	E	<b>Visitor Services Related Duties</b>	<ul style="list-style-type: none"> <li>• Patrol Park areas to protect and preserve resources and facilities by checking for misuse, undesirable activities and hazardous situations, and take appropriate action as dictated by training and experience;</li> <li>• Inspect Park grounds, buildings, facilities, vehicles, material and equipment for safety hazards and possible violations, and take appropriate action as dictated by training and experience, prepare inspection reports, job hazard analyses, incident investigations and other reports as required;</li> <li>• Maintain vehicles, work sites, buildings, maintenance shops, yards and storage areas in clean, safe condition;</li> <li>• Render emergency aid and assistance to park visitors as provided for in OPRD Policy OP 50-7 and prepare related reports;</li> <li>• Maintain a current patrol logbook and prepare enforcement action reports for park management;</li> <li>• Explain Park rules and regulations to park visitors;</li> <li>• Seek voluntary visitor compliance with park area rules and regulations; issue verbal and written warnings as necessary;</li> <li>• Issue citations for rule violations as necessary; prepare related reports; testify in court as required;</li> <li>• As authorized, issue notices of exclusion;</li> </ul>
5%	R	E	<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Attend and participate in crew meetings, safety meetings and training classes;</li> <li>• Input maintenance and construction activity data in OPRIS;</li> <li>• Maintain work sites, maintenance shops, yards and storage areas in clean, safe conditions. Clean and properly store equipment, tools, and vehicles after use. Perform minor repairs or adjustments as needed. Lock out or tag out items needing repair or that are unsafe to use.</li> </ul>

100%

## 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.**

Work is performed in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Frequently 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 and 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. Frequently interacts with the public. Occasionally works alone, within phone or radio communication. May work irregular shifts (split, evenings, weekends, holidays) and overtime. 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 established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

State laws and administrative rules, labor contracts, OPRD policy and procedure manuals and OPRD Affirmative Action Plan. Other documents that may be referenced include Uniform Building Codes, Park Maintenance handbook; other health and public safety documents; DLCD land use goals; AA and EEO rules and guidelines; enforcement guidelines; pesticide manual; master plans; visitor service manual; local, county, and state Department of Environmental Quality standards; OPRD Collection Management Policy and Procedures, OPRD Cultural Resource Policy and so on.

- 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

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

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
District/ Region/Park Manager	In person, by mail, email or telephone	To communicate, seek guidance, receive direction	As necessary
Other OPRD Staff and Volunteers	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	As necessary
Administrator or Executive Team	In person, by mail, email or telephone	To communicate, receive information seek guidance	As necessary
Public/Local Entities/Friends	In person, by mail, email or	To communicate, seek guidance, promote cooperation, Give information or assistance in	As necessary

Groups	telephone	enforcing Park Area Rules.	
Merchants and contracts	In person, by mail, email or telephone	Obtain materials, goods and services	As necessary

## SECTION 7. POSITION-RELATED DECISION MAKING

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

The person in this position decides the means and methods for specific maintenance and operation or visitor service activities within the area including the coordination of employee schedules and equipment and material needed to accomplish necessary tasks. Sound decisions result in the acceptable quality of park maintenance and employee and visitor safety, and contribute to the positive recreational experience of the park visitor

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Park Manager, District Manager or Park Region Manager	4721044	In person and by written evaluation.	Annually or at the completion of assignment.	The work is reviewed for context, quantity, quality and conformance to department policy, procedures and success in achieving Management Unit goals and objectives.

## SECTION 9. OVERSIGHT FUNCTIONS

**a. How many employees are directly supervised by this position?** None

**How many employees are supervised through a subordinate supervisor?** None

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

- |  |   |
|--|---|
| <input type="checkbox"/> Plans work              | <input type="checkbox"/> Coordinates schedules                      |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                       |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                          |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations    |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

### **ADDITIONAL REQUIREMENTS:**

#### **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
- possess a valid driver's license at time of hire and throughout employment
- 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
- obtain and maintain one or more of the following after appointment, as applicable or required to perform duties of the position within one year of hiring:
  - First Aid/CPR Certification
  - Enforcement Officer Status
  - Certified NAI interpretive Guide

**The following are skills that we have identified as key to success in this Museum Curator role at OPRD:**

- Experience managing Museum collections including use of related Collections Management Database Software.
- Lead work experience in Museum operations.
- Experience working with and directing volunteers in Museum operations.
- Skill in developing and delivering cultural and historical interpretation presentations, products and programs.
- Skill in monitoring basic resource interpretation presentations of park staff, hosts and volunteers.
- Experience in rule enforcement and gaining compliance.
- Experience collaborating with government agencies, non-profit organizations, local community groups, and partners to offer services focused on recreational, cultural, and historical sites.
- Experience in Museum facility maintenance and projects including safe use of tools, material and equipment.
- Skill in practices relating to conservation, preservation, and protection of significant cultural and historic resources including historic sites and structures.
- Skill in conducting scholarly historic research on significant cultural sites, objects, people, places and themes.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
	\$	
	\$	
	\$	
	\$	



**SECTION 12. SIGNATURES**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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Entered by: