STATE OF OREGON

POSITION DESCRIPTION

Agency: Oregon Parks and Recreation Department

Region: Coastal **Management Unit / Division:** Beverly Beach MU

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		**Position Number**	4701166
Supervisor Name		**Budget Authorization Number**	
Position Establishment Date	November 1, 2026	**Agency Number**	63400
Classification Title	Park Specialist	**Position Description Revised Date**	11/01/26
Classification Number	C8445	**Representation Code**	OA
Working Title	Park Specialist		
Work Location (Park)	Beverly Beach		

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 is 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*.

Central Region is one of three field operation areas within the OPRD Operations Division. Region employees in 12 management units maintain park facilities; provide visitor services and on-site management to OPRD properties in 8 Oregon counties. Coastal Region has 99 parks, waysides and recreational area properties. Facilities and programs include 18 overnight camps and 81 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 173.99 year-round and seasonal FTE and operates with a biennial budget in excess of $24 million dollars.

Beverly Beach Management Unit consists of 548.33 acres in Lincoln County. There are 280 campsites and , 8 day-use areas which receive approximately 5.4-million-day visits and 239,188 camper nights annually. The annual revenue from the unit is approximately $1.3. The biennial maintenance and operation budget is approximately $3 million. There are 14 full-time positions and 18 seasonal positions. Approximately 20,736 volunteer hours (9.98 FTEs) are donated each year.

Beverly Beach Management Unit is composed of the following properties: Agate Beach SRS, Beverly Beach State Park, Boiler Bay SRS, Otter Crest SSV and Giftshop, Rocky Creek SSV, Devil's Punchbowl SNA, Whale Watching Center, Yaquina Bay SRS and Historic Lighthouse.

b. 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…

directly provide and/or participate with the Park Manager in the administrative, business and program support activities of an Oregon park and/or management unit(s). This position assists a Park Manager or other administrative superior in the ongoing management and direction of a park management unit.

SECTION 3. POSITION DUTIES

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

N	New	**E**	Essential Functions
R	Revised	**NE**	Non-Essential Functions
NC	No Change		

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
25%			**ACCOUNTING & ADMINISTRATIVE DUTIES**
	N	**E**	**Vendor orders and payments** • Reviews and checks invoices and monthly statements for mathematical accuracy, completeness, consistency, and propriety. Contacts vendors and/or employees if needed to resolve discrepancies. • Reviews invoices submitted and assigns accounting codes by comparing to established codes for location, category of item or service purchased, type of funds to be utilized, determining if purchase is appropriate and under a price agreements, if the amount is correct, if the vendor number is accurate and if merchandise or services was received. Verifies receipts/ invoices with SPOTS credit card logs and inputs authorized invoices into Financial Management System (FMS) accounting system to generate vendor warrants. • Determine if vendor has established vendor number for FMS or provides confidential information to headquarters to establish a vendor number. • Accesses on-line price agreement system (OregonBuys) for information on contract vendors and prices. Issues encumbrance purchase orders via FMS to order price agreement items. • Create and/or process standard travel reimbursement, communicates with claimant to get missing information and clarify rates, rules or requirements, as needed. • Prepares journal entries for corrections or to transfer payments or charge to different fund sources. • Provides information and resolves problems about payables, receivables, collections and other information as needed by an auditor, agency or vendor.
20%	N	**E**	**Revenue Reconciling, Reporting and Controlled Item Inventory** • Reconciles employees' end of shift reports, receipts, etc., against revenue collected for errors and discrepancies. Researches errors and missing controlled items (such as permits, passes, etc.), using data in ORMS/Active to help resolve and/or explain discrepancies. • Keeps accurate records (This position is the first contact for reconciling to the Secretary of State Auditors annual audit questions and concerns explaining procedures and discrepancies as well as providing documentation for all

transactions conducted at the park level in connection to all fiscal processes).

- Reconciles revenue to bank deposit slips and prepares Revenue Reports and corresponding credit card input forms, coding revenue to correct fund sources, entering controlled item data and explaining any overages or shortages.
- Reconcile Treasury statement (via FMS 0400 report – Unreconciled Deposits) daily to credit card batches; makes entries into FMS to clear out.
- Enters data on controlled items into FMS for items received, distributed, sold or voided. Responsible for keeping an adequate supply of controlled items on hand.
- Inventories controlled items periodically, but at a minimum annually at the end of the calendar year and makes appropriate disposition.
- Certify controlled items per end of calendar year destruction to FMS.
- Maintains accounting records to document funds received.

5% N **E** **Budget Tracking**

- Provides detailed information in response to manager's requests to be used in preparation of biennial budget, such as personnel salaries, past equipment costs, utility costs, office equipment rental, fees, subscriptions, fixed costs, etc.
- Tracks revenue and expenditures for firewood and ice as well as other recreational rentals out of the business account to ensure compliance with budget limitations.
- Monitors monthly expenditures against adopted budget. Assists management staff by researching and resolving problems regarding projected vs. actual expenditures.

5% N **E** **Statistics**

- Reviews and updates monthly traffic/trail counter reports for various locations in the management unit; records same in OPRIS.
- Verifies and records equipment mileage/hours in HUB database.
- Pulls reports from ORMS/Active and compiles data for overnight usage of facilities; records in OPRIS.

5% N **E** **Inventory Tracking: Facilities, Capital and non-Capital Equipment**

- Asset Management: Maintains records of capital and non-capital equipment received and disposed of for inventory purposes. Assist in completing the semi-annual physical inventory of assets and safe/cabinet inventory.
- Fleet Management: Maintains records on each vehicle within the Management Unit including vehicle inventory, license plate numbers, class type, mileage, and service/repair costs. Complies with the Statewide Fleet Management policies and procedures #107-009-040.
- Fills out Property Disposition Request forms as needed.
- Assists with annual physical inventory of office equipment.

10% N **E** **HUMAN RESOURCES FUNCTIONS**

- Accesses Workday to provide administrative support to Park Manager for recruiting, record retention and other administrative tasks:
  a. Retrieve applicant information and schedule interviews for seasonal, temporary and permanent vacancies.
  b. Completes notice templates to confirm interview (or phone candidates to confirm) and notifies candidates not selected for interview, prepares correspondence to confirm interviews, provides maps and instructional materials to applicants.
  c. Scans human resources documents and uploads to Workday or provides to Recruiters or other Human Resources partners as directed.
- Initiate Criminal Background check on returning and new seasonal, temporary, and permanent hires using Advanced Reporting software.
- Determines number of seasonal vacancies after review of availability forms
- Prepares personnel action, letters and other forms for personnel transactions (hiring, terminations, resignations, retirements, address changes, etc.) for

			manager's review and signature. Accesses Workday to review salary information and accuracy of records. Prepares and checks all documents for accuracy. Distributes and keeps records of equipment, such as keys, cell phones, badges, nametags and uniforms for new and returning employees. Updates and keeps current the Employee Equipment Issue Agreement for Park Manager's signature. Gives instruction to new and returning employees in completing all employment documents (such as W-4), providing information as to forms and requirements. • Utilizing Department of Homeland Security software, E-Verify, enter information from employees' I-9 Employment Eligibility Verification form within three days of employment. Record case number and results. Monitor the case if initial results so indicate until such time as case may be closed. • Creates and maintains (unofficial, field copy) records of seasonal availability and tracks actual time worked to determine end of trial service and service awards. Maintains employee training records through Workday Learning. • Responds to employee general questions about payroll and insurances processes and/or refers staff to appropriate Payroll and Human Resources teams. • Works closely with management in a confidential capacity when handling/processing personnel related documents. • Provides on-site training to staff on use of Workday Learning and assists in initial login processes for new users.
10%	N	**E**	**PAYROLL FUNCTIONS**
			• Assists and trains employees on payroll procedures and how to correctly fill out their timesheets or enter their time in Workday Payroll. • Views employee leave records to determine number of hours available for use or to be paid off. • Maintain records and tracking for Salary Eligibility Date, Trail Service and other anniversaries as a backup to Workday.
15%	N	**E**	**OFFICE MANAGEMENT** Uses a variety of system tools, software and data bases, both local and mainframe, (such as MS Word, MS Excel, MS PowerPoint, Outlook, FMS, OSPS, OPRIS, Active, Workday, E-Verify, DMV) in the performance of duties:
			• Serves as IT contact person for the management unit. • Compiles information on a variety of subjects related to agency operation at the request of the Park or District Manager. Researches information and composes correspondence, reports, memos and other documents. Updates reference manuals, as new information is received or processes change. • Reads, sorts, and distributes incoming mail and processes outgoing mail. Receives and screens callers and visitors. Serves as communication link between Park/District Manager and OPRD, other state agencies, federal government personnel and the public. • Makes arrangements for meetings and special conferences, records and transcribes proceedings of meetings and conferences. • Makes travel accommodations and prepares and submits travel and expense claims. • Maintains filing system, files documents, purges files in compliance with retention schedule. Maintains up-to-date office files. Collects sorts and compiles financial and other documents for archiving per Archiving Policy. • Prepares and submits quarterly and annual OSHA 300 reports regarding work-related injuries and illnesses. Posts the OSHA 300A Summary from February 1st through April 30th annually. • Anticipates supervisor's needs by furnishing information required for official reply to correspondence, locates, assembles, edits and summaries materials, information and data for administrative action, maintains written control of materials received, routed, assigned or disposed of in the unit. • Responds to customer complaints or concerns by obtaining all pertinent details and contacting appropriate agency official or department for necessary action. • Provides information to the public in person, on phone and through

			correspondence regarding standard park operations, campground, day use and reservation information, Special Use Permit information, and on park rules and policies. Issues day-use permits and annual passes and explains permit rules. • Responds to inquiries about specific agency/program information and services by either explaining agency programs and services or referring to the appropriate personnel. Explains and clarifies rules, processes, and procedures to internal and external contacts (refers matters requiring enforcement to appropriate agency staff). • Answers and routes phone calls, conveys information, and transmits messages. Monitors state two-way radio and relays information. • Drafts routine statistical reports and correspondence. • Maintains local phone system as needed, resets time, sets up Voice Mail boxes for new employees, re-sets passwords, updates main phone greeting. Orders, distributes, and monitors usage for Management Unit cell phones. • Compiles and updates office procedures manuals and provides training to staff on the use of these items. Determines what items should be included and when to update. • Tracks inventory and orders office supplies, brochures, janitorial and paper products, personal protective equipment, tools and equipment. • May train volunteers or office assistants in various office operations. • Responsible for park uniform inventory. Purchases uniform items for park staff when authorized by management.
5%	N	**E**	**OTHER DUTIES AND ASSIGNMENTS**
			• Assist with training volunteers/hosts on OPRD aspects of Visitor Center Operations • Assist with Park Volunteer Program, enter information into HUB, research in HUB • Serves on OPRD committees as requested • Work with Friends Groups or other community-based advocate groups as requested
Ongoing			Perform position duties in a manner, which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive criticism and suggestions, and an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services. Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace. Respect diversity of opinions, ideas and cultural differences. Support outreach and diversity-related efforts in order to diversify the workforce.
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 primarily performed in an office setting. Sits or stands for long periods of time. Operates office equipment and computers requiring regular use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings and/or training sessions and to perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other locations for training and meetings. Overnight travel may be required. Possibility of exposure 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 essential duties of position with or without reasonable accommodation and complies with the OPRD Workplace Expectations.

Remote Work: State agencies may facilitate remote working and/or work-at-home by employees to the maximum extent possible. When remote working options are not possible, physical distancing of at least 6 feet between people must be maintained to the extent possible.

Executive Branch Workplace: Offices may be closed to the public and public services shall be provided by phone and online during regulator business hours to the extent possible. To the extent that closure is not feasible, in-person interactions between staff and the public should be by appointment whenever possible. When public services require in-person interactions, physical distancing requirements must be maintained to the maximum extent possible. Wearing of appropriate masks may be required to support the safety and well-being of employees or the public.

SECTION 5. GUIDELINES

a. List established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Collective Bargaining Agreement
DAS Statewide Policies and Guidelines
DMV Manual and Confidentiality Agreement
Emergency Management Plan
FMS Manual
OPRD Affirmative Action Plan
OPRD Policy and Procedures
OPRD Uniform Manual
Oregon Administrative Rules (OAR);
Oregon Revised Statutes (ORS)
OSPS Payroll Manual
Personnel Action Manual,
RRAP Manual (Registration and Reservation Administrative Procedures for Reservation and Non-Reservation Parks)
Visitor Service Manual

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.

SECTION 6. WORK CONTACTS

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

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
District/Park Managers and other staff	By telephone or email	To communicate, receive directions, seek guidance, provide information	Daily
Salem HQ, Accounting, Human Resources or Payroll Staff	By telephone or email	To communicate, receive directions, seek guidance, provide information	Daily
Other Headquarters, Reservations NW, or staff at other parks	By telephone or email	To communicate, receive directions, seek guidance, provide information	Several times a month
Public Entities	By telephone or email	Share information, promote inter-agency cooperation, ask or respond to questions	Several times a month

Park Visitors	By telephone or in person	Provide information regarding parks operations and facilities; sell permits and passes	Daily
Park Volunteers	By telephone or in person	Provide information	Daily
Local Merchants	By telephone or in person	Resolve billing questions, obtain price quotations, make purchases	Several times a month
Emergency Service Providers	By telephone, in person	Request assistance during park emergency situations	As needed

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 makes independent decisions regarding the best way to organize, schedule and prioritize demands on time. While many decisions are covered by established policies and procedures, judgment must be used to determine work methods and priorities to ensure completion of work and projects in a timely manner. Problem solving decisions are made to carry out assigned tasks and continue the operational functions of the office in the absence of the manager. Decisions result in the accurate, timely completion of assignments, impacting many staff and the quality of service provided to the public. The position is responsible for the collection, retention and archival of a variety of sensitive records and must be in compliance with state laws which protect personal information. The position is key to the day-to-day office functions of the park related to both visitors and internal staff.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Park Manager	Park Manager, Class # X8443, SR 30, Pos # 47221173, Burke Martin	Informal review and feedback, in person and electronically;	Ongoing basis	review status of processes and records, locks in Payroll Online
		Annual performance appraisal	Annual	Set performance goals and document performance
Ranger Supervisor	Ranger Supervisor, Class # X8440, SR 24,Pos # 4721150,Stephanie Templeton	In person and electronically	Monthly	Occasionally approves financial management system entries, locks in payroll online

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?***

- ☐ Plans work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: ***Based on position requirements, include the appropriate special requirements below (delete any NOT required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.***

SPECIAL REQUIREMENTS

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment ***(if applicable)***
- wear OPRD-supplied uniform and comply with appearance code when on duty ***(if applicable)***
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

The person in this position must have:

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of personal computers, computer software and other office equipment.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.
- Knowledge of other state agencies, especially natural resource agencies, in order to refer the public to proper agencies. Has knowledge of private and public facilities, fish and game regulations and attractions in local area in order to answer questions from the public.

In addition, the following skills are required for this position:

- Skill in resolving customer complaints related to overnight camping and park rule interpretation.
- Skill in communicating and training staff on payroll, banking and other procedures.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
	$	

Expenditure authority via Small Purchase Order Transaction System (S.P.O.T.S.) with a single purchase limit of $2,500.00 and a $7,500.00 limit per spending cycle (monthly).

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, and 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		

HRA Initials:	Entered by: