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

Employee Name		**Position Number**	4721044
Supervisor Name	Sarah Steele	**Budget Authorization Number**	
Position Establishment Date		**Agency Number**	63400
Classification Title	**PARK MANAGER 2**	**Representation Code**	MMS
Classification Number	C8442	**Position Description Revised Date**	10/28/2026
Working Title	Park Manager		
Work Location (Park)	Clyde Holliday Management Unit		

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 **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.

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 667 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 5.3 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.

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 maintenance and operations tasks, interpretation and recreation programs, resource protection work and administrative requirements of one of the smaller and less-complex park management units through short range planning and by the direct supervision of paid permanent, seasonal and volunteer staff who carry out operational functions within the management unit parks.

The **Clyde Holliday Management Unit** is composed of the following properties: Clyde Holliday State Park, Kam Wah Chung State Historic Site, Frenchglen Hotel State Historic Site, Pete French Round Barn State Historic Site, Sumpter Valley Dredge State Historic Site, Bates State Park, Unity Lake State Recreation Site, Unity Lake Wayside, and Unity Forest State Scenic Corridor which total 430 acres in 3 (Grant, Baker, 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 $ 3.1 million.There are 7 full-time positions and 8 seasonal positions.

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
35%	R	E	**STAFF SUPERVISION** • Directly provide guidance and oversight for the maintenance, operation and 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 Adults in Custody, juveniles in custody, court appointed volunteers, private employment agency clients, cooperating association members and other group or individual volunteers. Specific duties may include: prioritizing the tasks to be accomplished and planning the means for their accomplishment; Oversight of 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 ranger supervisor; insuring that materials and equipment to complete the tasks are on hand; reviewing work of employees for conformance to standards and assessing workers' performance. • Provide weekly review for the operation of OPRD revenue programs, including camp site reservation/registration, group and club camping, day use fee collection and group picnic reservations, yurts and special events. • Support 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

% of time	N/R/NC	E/NE	DUTIES
			safety training opportunities for all employees. Encourage continuing education in resource management, technical knowledge and safety, communication and inter-personal skills. Monitor CEU requirements for employees' licenses and certificates. • Review and approve 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.
35%	R	E	**PROJECT/PROGRAM MANAGEMENT** • 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, including: employee, material, equipment and budget needs, for the completion of all management unit projects and programs. • 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. • Provide training, materials, tools and equipment to volunteers to enable them to accomplish their work. • 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 and rehabilitation and new construction. Such assignments may require blueprint and contract reading, carpentry, plumbing, electrical wiring, masonry, asphalting, 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 and rare, threatened and endangered species, significant wetlands, and cultural or historic properties contained on park lands within the Clyde Holiday 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.
10%	R	E	**VISITOR SERVICES** • Develop and/or oversee special events and programs, in cooperation with OPRD and 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 "campfire" 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.

% of time	N/R/NC	E/NE	DUTIES
20%	R	E	**OFFICE OVERSIGHT** • 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%			*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.*

Commitment to healthy and diverse work environment: Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons with dignity, and respect. Engage in effective team participation through willingness to assist and support co-workers, supervisors and other work-related stakeholders. Develop collaborative working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and identifying and resolving problems in a constructive manner. Demonstrate openness to constructive criticism and suggestions in an effort to strengthen work performance. Contribute intentionally to a positive, respectful and productive work atmosphere. 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. Regular attendance is required to meet the demands of this job and to provide necessary services.

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 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. 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; 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.

Decisions are made relating to the means and methods for accomplishing the daily operation and maintenance of park properties within this small management unit of 20,000 or less MMP hours. Specific decisions include assigning and reassigning tasks, insuring conformance of work to established standards, Level 1 complaint and grievance resolution, progressive discipline and annual performance evaluation for fewer than 20 FTE; purchasing individual items costing less than $10,000; biennial budget control up to approximately $1 million; ensuring employee and visitor safety and the protection of historic and natural resources within the management unit; and the effective use of materials and equipment to accomplish management unit goals.

These decisions provide visitors to the parks in this management unit with well-maintained, safe park facilities and the opportunity for memorable outdoor recreation experiences. These decisions also result directly in high employee morale and cost-effective productivity. Decisions are made through close and frequent consultation with the District Manager and Region Director.

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	4751016	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? 14
How many employees are supervised through a subordinate supervisor? **NONE**

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

- ☒ Plan work
- ☒ Assigns work
- ☒ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards
- ☒ Coordinates schedules
- ☒ Hires and discharges
- ☒ Recommends hiring
- ☒ Gives input for performance evaluations
- ☒ 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.

Park Manager is required to live on site in manager's residence at this time. (may be subject to change)

Residency in employee housing may be a requirement of employment for specific positions (District Managers, Park Managers, Park Ranger Supervisors, Permanent Park Rangers), contingent upon the nature of the position and operational needs. This requirement is activated when an employee occupies a housing unit as part of the Employee Housing Program. Occupancy is considered an employment condition from the time the employee begins residing in the designated housing unit and continues for the duration of the residency, as determined by the agency. An assigned employee will have specific responsibilities detailed in the unit rental agreement per PR#PRP.020.010.PR: Employee Housing and Rental Reductions Procedure.

Must obtain the following after appointment:

- First Aid/CPR certification
- OPRD enforcement officer status
- OPRD intermediate chainsaw operator certification
- Oregon ATV operator's card
- Boater Operator's card
- Small System Water Operator's certificate (or designee)
- Oregon Pesticide Applicators License (or designee)

The person in this position must have:

- Experience with determining the methods, means, and personnel by which park operations are conducted in complex or numerous properties, including campgrounds, day-use areas, and recreational sites, within the Oregon Parks and Recreation Department (OPRD) context. This involves a deep understanding of the unique requirements and challenges associated with managing various types of park facilities and amenities.
- Proven experience in evaluating the effectiveness of park operational plans and activities, coupled with the ability to engage park staff in soliciting recommendations for improvement. This entails a keen eye for detail and a commitment to continuous improvement in park management practices.
- Demonstrated ability to lead and develop a diverse team of park rangers, park ranger assistants, volunteers, and hosts in executing park and campground operations. This includes hands-on involvement in day-to-day operations and adept management of personnel to ensure smooth functioning of park facilities.
- Exceptional communication skills to effectively engage with the general public, media outlets, agency officials, and local government representatives. This includes the ability to convey information clearly, address concerns diplomatically, and foster positive relationships with stakeholders.
- Proven capability to develop and maintain positive working relationships with neighboring property owners, as well as mid-level agency and local government representatives. This requires adeptness in negotiation, conflict resolution, and collaboration to achieve mutually beneficial outcomes.
- Proficiency in working within collective bargaining agreements, demonstrating respect for labor regulations and effectively managing personnel within established frameworks.
- Strong financial acumen and the ability to prepare large, biennial park management unit budgets while adhering to budgetary limits. This involves strategic allocation of resources to prioritize key operational needs and optimize financial performance.
- Expertise in leading complex park improvement projects through all phases, including planning, permitting, and procurements. This requires comprehensive project management skills, attention to detail, and the ability to navigate regulatory requirements and stakeholder interests.
- A steadfast commitment to serving the public with humility and open-mindedness, with a focus on promoting diversity and inclusion in all aspects of park management and operations. This involves fostering an environment that embraces and celebrates differences while ensuring equitable access to park facilities and experiences.

SECTION 11. ORGANIZATIONAL CHART

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	$3,145,779	Other Funds
Facility Investment Strategy	TBD	Park and Natural Resource (Lottery)

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

PD version: PM12023

HRA Initials:	Entered by: