



STATE OF OREGON

POSITION DESCRIPTION

**Agency:** Oregon Parks and Recreation Department**Region:** Mountain**Management Unit / Division:** 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	Vacant	Position Number	4751015
Supervisor Name	Kirk Barham	Budget Authorization Number	000984680
Position Establishment Date	4/1/2016	Agency Number	63400
Classification Title	Park Manager 2	Representation Code	
Classification Number	X8442	Position Description Revised Date	4/29/2025
Working Title	Park Manager 2		
Work Location (Park)	Clyde Holliday Management Unit	Employee Review Date	

POSITION	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Job Share
		<input type="checkbox"/> Part-time	<input type="checkbox"/> Intermittent
FLSA	<input checked="" type="checkbox"/> Exempt	IF EXEMPT	<input checked="" type="checkbox"/> Executive
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional
			<input type="checkbox"/> Administrative
		ELIGIBLE FOR OVERTIME	<input type="checkbox"/> Yes
			<input checked="" type="checkbox"/> 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.**

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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.

R

- 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...**

manage a moderately complex park management unit by supervising staff who will carry out the maintenance and operations tasks, interpretation and recreation programs, resource protection work and administrative requirements of the park management unit, which contains: a high level of facility and infrastructure development; several properties, FTEs and positions; a moderate-to-large budget, revenue, day use count and overnight visitation; the presence of Threatened and Endangered plant and animal species, listing on the National Register of Historic Places of above- and below- ground cultural resources within the parks; the presence of OPRD co-operating associations, and intergovernmental, agricultural or concession agreements; or a combination thereof.

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
35	R	E	STAFF SUPERVISION <ul style="list-style-type: none"> Directly plan and supervise 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, "Friends" members and other group or individual volunteers. Supervise individuals and teams directly or through subordinates. Specific duties may include: Prioritizing the tasks to be accomplished and planning the means for their accomplishment. Developing work schedules and assigning and reassigning tasks to accomplish prescribed work. Giving direction concerning work procedures and transmitting established standards of performance to workers or team leaders. Insuring that materials and equipment to complete the tasks are on hand.

35	R	E	Project/Program Management <p>Conduct boundary inspections for trespass violations; inspect properties for negative impacts to natural and cultural resources.</p> <ul style="list-style-type: none"> • 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. • system maintenance, repair and rehabilitation and new construction. Such assignments may require blueprint and contract reading, carpentry, plumbing, electrical wiring, masonry, asphaltting, painting and other construction knowledge or skills. • Work with the district and region managers and OPRD staff to effectively manage natural and cultural resources within OPRD guidelines and in a manner, which will protect resource values, especially native plants and rare, threatened and endangered species, significant wetlands, and cultural or historic properties contained on park lands within Clyde Holliday 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 <ul style="list-style-type: none"> • Develop and/or oversee special events and programs within the Clyde Holliday Management Unit, 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. • Obtain visitor compliance with park area rules and regulations. Issue written warnings and park citations and notices of exclusion as necessary. • Insure 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. • Implement interpretive management plan and evaluate for relevancy
20	R	E	Office Oversight <p>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.</p> <ul style="list-style-type: none"> • Oversight for 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.

- Insure 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.
- Insure 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.

5	R	NE	Other Duties
			<ul style="list-style-type: none"> • Conduct and coordinate volunteer activities within the management unit: recruit, schedule and train park hosts, individual volunteers and volunteer groups, ensure that required forms, records and reports are completed, coordinate volunteer projects and activities to meet park needs; • Assist in hiring interviews for permanent and seasonal employees; • Organize, coordinate and facilitate OPRD-partnership, sponsored or special events, activities or programs; •
100%			<ul style="list-style-type: none"> •

SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section from 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. 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. 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.***

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

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

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Other OPRD Staff and Volunteers	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	Daily
Law enforcement representatives	In person, by mail, email or telephone	Assist or receive assistance in enforcing Park Area Rules.	As needed
Park Visitors	In person, by mail, email or telephone	Give information or assistance in enforcing Park Area Rules.	Daily
Merchants and contractors	In person, by mail, email or telephone	Obtain materials	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 concerning the means and methods for accomplishing the long- and short-term operation and maintenance goals of the park properties within this moderately complex management unit of 40,000 MMP hours or less. These include but are not limited to: \$2.3 to 2.5 million biennial budget controls, including the purchase of individual items costing less than \$10,000; maintenance, repair, restoration and new construction projects; resource protection and interpretation; personnel issues involving hiring, work scheduling, training and leave requests, performance evaluation and improvement, Level 1 complaint and grievance resolution, and progressive discipline for approximately 20 FTE employees; law enforcement, employee and visitor safety issues; the use of volunteer groups and individuals, community outreach programs, and media relations.

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 Manager	4751016	In person and by written evaluation.	Quarterly 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? 14
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: *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.*

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria at the time of hire and throughout employment
- 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:
 - First Aid/CPR Certification
 - Enforcement Officer Status
 - Commercial Driver's license
 - OPRD Certified Tree Faller

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 including both historic and cultural sites.
- 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 representative and concessionaires. 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.
- Experience managing the day to day maintenance and operation as well as long term planning and project management skills, required to care for cultural and historically significant sites, artifacts and associated buildings: including museums, visitor centers, etc.
 - 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

This position is identified as essential and will be required to report to work during the closure or curtailment of offices due to inclement weather and/or hazardous conditions.

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	\$2,348,807	Other Funds
Facility Investment Strategy	\$97,500	Park and Natural Resource
Sink Funds		Preventative maintenance-Business