



POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: Mountain

Management Unit / Division: Tumalo/LaPine

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	4741092
Supervisor Name	Justin Paulsen/Scott Brown	Budget Authorization Number	000478140
Position Establishment Date	04/01/1971	Agency Number	63400
Classification Title	Park Specialist	Representation Code	OAO
Classification Number	C8445	Position Description Revised Date	05/22/2026
Working Title	Park Specialist		
Work Location (Park)	Tumalo/LaPine Management Units	Employee Review Date	_____

- POSITION**
- Permanent
 - Seasonal
 - Full-time
 - Part-time
 - Limited Duration
 - Intermittent
 - Academic Year
 - Job Share

- FLSA** Exempt Non-Exempt
- IF EXEMPT** Executive Professional Administrative
- ELIGIBLE FOR OVERTIME** Yes No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who 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 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 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 13 management units maintain park facilities; provide visitor services and on-site management to OPRD properties in 19 Oregon counties. **The 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 \$18 million dollars.

Tumalo Management Unit is composed of the following properties: Cline Falls State Scenic Viewpoint, Elliott R. Corbett State Recreation Site, Pilot Butte State Scenic Viewpoint, Redmond-Bend Juniper State Scenic Corridor, and Tumalo State Park which total 1166.76 acres in two Counties. There are 84 campsites and numerous picnic units, which receive approximately 750,000 day visits and 27,000 camper nights annually. The biennial revenue for Tumalo is approx. \$860,000 with a biennial maintenance and operations budget of \$1.55 million. There are 5 full-time positions and 5 seasonal positions. Many volunteer hours are also donated each year.

LaPine Management Unit is composed of the following properties: LaPine State Park and Fort Rock State Natural Area which total 2,509 acres in two Counties. There are 125 campsites, 10 cabins, a meeting hall, and numerous picnic units, which receive approximately 350,000 day visits and 63,000 camper nights annually. The biennial revenue for LaPine is approx. \$1.2 million. The biennial maintenance and operation budget is approx. \$1 million. There are 3 full-time positions and 5 seasonal positions. Many volunteer hours are also donated each year.

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...

This position coordinates the completion of administrative tasks in the park office and provides accounting, payroll and administrative/clerical support for the Park Manager and staff.

SECTION 3. POSITION DUTIES

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

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

% OF TIME	DUTIES		DESCRIPTION
	N / R / NC	E / NE	
30%			ADMINISTRATIVE SUPPORT AND ACCOUNTING
			Vendor orders and payments:
		E	<ul style="list-style-type: none"> Reviews and checks invoices and monthly statements for mathematical accuracy, completeness, consistency and propriety. Contacts vendors and/or employees if needed to resolve discrepancies.
		E	<ul style="list-style-type: none"> Reviews invoices submitted and verifies accuracy of 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 under price agreements, if the amount is correct, if the vendor number is accurate and if merchandise or services was received, checks invoices and SPOTS credit card logs and inputs authorized invoices into Financial Management System (FMS) accounting system to generate vendor warrants.
		E	<ul style="list-style-type: none"> Determine if vendor has established vendor number for FMS or provides information to headquarters to establish a vendor number.
		E	<ul style="list-style-type: none"> Issues encumbrance purchase orders via FMS to order price agreement items.
		E	<ul style="list-style-type: none"> Create and/or process standard travel reimbursement, communicates with claimant to get missing information and clarify rates, rules or requirements, as needed.
		E	<ul style="list-style-type: none"> Prepares journal entries for corrections or to transfer payments or review to different fund sources.
		E	<ul style="list-style-type: none"> Provides information and resolves problems about payables, receivables, collections and other information as needed by an auditor, agency or vendor.
			Revenue Reconciling, Reporting and Controlled Item Inventory:
			<ul style="list-style-type: none"> Reconciles employees' end of shift reports, tickets, etc., against revenue collected for errors and discrepancies. Researches errors and missing controlled items (such as permits, passes, etc.) Keeps log of tellers' overages and shortages (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.
- Enters data on controlled items into FMS for items received, distributed, sold or voided. Also enters customer information into designated FMS database.
- Inventories controlled items at end of calendar year and makes appropriate disposition.
- Maintains accounting records to document funds received.

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, etc.
- Inputs data on projected expenditures into spreadsheets for submittal to FMS accounting system.
- Assists management staff in researching and resolving problems regarding projected vs. actual expenditures.

Statistics:

- Reviews and updates monthly attendance reports for camp use, day use and equipment mileages.
- Verifies data for accuracy and enters reports into OPRIS statistical database.

Inventory Tracking: Facilities, Capital and non-Capital Equipment

- Maintains records of capital and non-capital equipment received and disposed of for inventory purposes.
- Fills out Property Disposition Request forms, as needed.
- Assists with annual physical inventory of office equipment.

15%

E HUMAN RESOURCES FUNCTIONS

- Accesses Workday and completes the following tasks:
 - a. Get 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, or prepares correspondence to confirm interviews, provides maps and instructional materials to applicants.

NE • Participates on interview panels as needed.

E • Prepares personnel action, letters and other forms for all personnel transactions (hiring, terminations, resignations, retirements, addresses changes, etc.) for manager's review and signature. Accesses Workday to review salary information and accuracy of records updates. Assists Park Manager in orientation for new hires and rehires. Prepares and checks all documents for accuracy for Park Manager's signature. 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. Assists new and returning employees in completing basic employment documents (such as W-4), providing basic information as to forms and requirements.

E • Creates and maintains confidential (unofficial, field copy) employee files and records of seasonal availability and tracks actual time worked to determine end of trial service and service awards.

NE • Attends training sessions on medical/dental enrollment, deferred compensation and life insurance programs for employees. Distributes information to staff and collects forms. Presents informational sessions for crew on enrollment processes.

E • Responds to employee questions about payroll and insurances processes and/or refers staff to appropriate resources.

	E	<ul style="list-style-type: none"> Works closely with management in a confidential capacity when handling/processing personnel related documents such as performance appraisals, medical information, and other confidential documents.
	E	<ul style="list-style-type: none"> Provides on-site training to staff on use of Workday system and assists in initial login processes for new users.
15%	E	PAYROLL FUNCTIONS <ul style="list-style-type: none"> Assists and trains employees on e-payroll system and how to correctly fill out their timesheets. Reviews Management Unit employees' timesheets for accuracy
35%		OFFICE COORDINATION:
	E	<ul style="list-style-type: none"> Uses a variety of system tools, software and data bases, both local and mainframe, (such as MS Work, MS Excel (spreadsheet), Outlook, FMS, ORMS and Workday) in the performance of duties:
	NE	<ul style="list-style-type: none"> Serves as IT contact person for the management unit.
	E	<ul style="list-style-type: none"> 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.
	E	<ul style="list-style-type: none"> 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.
	NE	<ul style="list-style-type: none"> Makes the arrangements for meetings and special conferences, records and transcribes proceedings of meetings and conferences.
	E	<ul style="list-style-type: none"> Makes travel accommodations and prepares and submits travel and expense claims.
	E	<ul style="list-style-type: none"> 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.
	E	<ul style="list-style-type: none"> 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.
	E	<ul style="list-style-type: none"> Responds to customer complaints or concerns by obtaining all pertinent details and contacting appropriate agency official or department for necessary action.
	NE	<ul style="list-style-type: none"> 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.
	E	<ul style="list-style-type: none"> 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).
	E	<ul style="list-style-type: none"> Answers and routes phone calls, conveys information and transmits messages. .
	E	<ul style="list-style-type: none"> Drafts routine statistical reports and correspondence.
	E	<ul style="list-style-type: none"> 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.
	E	<ul style="list-style-type: none"> 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.
	E	<ul style="list-style-type: none"> Maintains inventory and orders office supplies and brochures.
	E	<ul style="list-style-type: none"> Maintains park Emergency Procedure Manual.

	E	<ul style="list-style-type: none"> • May train volunteers or Office Assistants in various office operations.
	E	<ul style="list-style-type: none"> • Maintains park uniform inventory. Purchases uniform items for park staff when authorized by management.
	NE	<ul style="list-style-type: none"> • Coordinates Lost & Found item program. Ensures that claimed items are delivered back to visitors.
5%	NE	OTHER DUTIES AND ASSIGNMENTS <ul style="list-style-type: none"> • Assist with Park Volunteer Program, as needed. • Serves on OPRD committees as requested • Work with Friends Groups or other community based advocate groups as requested. • Access Dept. of Motor Vehicles (DMV) data base to verify and/or identify registered owners of suspicious or abandoned vehicles in park to support OPRD enforcement officer.
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. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive 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 or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. 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 duties of position with or without reasonable accommodation and complies with the OPRD Workplace Expectations.

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	ORMS-Reservation/revenue reconciliation
Visitor Service Manual	Advanced Reporting-background screening
OSPS Payroll Manual	E-Verify-Dept of Homeland Security access
OPRD Policy and Procedures	OPRIS Inventor/asset tracking
Personnel Action Manual	FMS Manual
Oregon Administrative Rules (OAR)	OPRD Uniform Manual
OPRD Affirmative Action Plan	Emergency Management Plan
DMV Manual and Confidentiality Agreement	
RRAP Manual (Registration and Reservation Administrative Procedures for Reservation and Non-Reservation Parks)	

b. How are these guidelines used?

These guidelines form the basis for interacting with employees, the public and with other government agencies and for dealing with situations which arise in the operation of a park or region. They are used to determine the priorities and procedures needed to accomplish park and region 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
Other OPRD Staff and other volunteers	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	Daily
District/Park Managers and support Staff	By telephone or email	To communicate, receive directions, seek guidance, provide information and files.	Daily
Salem Headquarters, Accounting, Personnel 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.	Daily
Public Entities	By telephone or email	Share information, promote inter-agency cooperation, ask or respond to questions.	Daily
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	Daily
Emergency Service Providers	By telephone or 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 results 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	4741064	Informal review and feedback, in person and electronically;	Ongoing basis	Review status of processes and records, locks in Payroll Online.
		Performance, Accountability and Feedback sessions	Quarterly	Set performance goals and documents performance
District Manager	4721043	In person and	Annually	Occasionally

electronically

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?*

- | | |
|--|---|
| <input type="checkbox"/> Plans work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input checked="" 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: *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 – 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 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
- 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 a personal computer.
- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- 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.

In addition, some or all of the following skills may be required for specific positions:

- Skill in resolving customer complaints related to overnight camping and park rule interpretation.
- Skill in communicating and training staff on payroll, backing and other procedures.
- Ability to establish and maintain effective working relationships with the public, administrative staff, and other employees.
- Comprehensive knowledge of the policies, statutes, procedures, and rules relating to the cultural, natural, environmental protection, and recreational use of public lands.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
Maintenance and Operations	\$	Other Funds
Facility Investment Strategy	\$	Park and Natural Resource (Lottery)

Expenditure authority via Small Purchase Order Transaction System (S.P.O.T.S) with a single purchase limit of \$2,500.00 and a \$10,000.00 per spending cycle (monthly).

SECTION 11. ORGANIZATIONAL CHART

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

APPOINTING AUTHORITY SIGNATURE

DATE

PD version: PR120151117AS

HRA Initials:

Entered by:

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