



POSITION DESCRIPTION

**Agency:** Oregon Parks and Recreation Department**Division:** Administrative Services **Section:** Grants and Community Programs**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** 4701048**Supervisor Name** Michele Scalise**Agency Number** 63400**Effective Date** 10/15/2025**Position Revision Date** 10/15/2025**Classification Title** Program Analyst 2**Classification Number** C0861**Working Title** Local Government Grant Program Coordinator**Work Location (Park)** Salem HQ**POSITION**☒ Permanent☒ Full-time☐ Limited Duration☐ Academic Year☐ Seasonal☐ Part-time☐ Intermittent☐ Job Share**FLSA**☐ Exempt**IF EXEMPT**☐ Executive**ELIGIBLE FOR** ☒ Yes☒ Non-Exempt☐ Professional**OVERTIME** ☐ No☐ Administrative

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Program Description

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 Recreation Grants and Community Programs Division provides technical and funding assistance to develop local and regional outdoor recreation opportunities for the citizens of Oregon. Division staff provide outreach related to community programs and administer five recreation grant programs, providing approximately \$60 million for local park planning, and acquisition, maintenance, and development projects each biennium.

b. Primary Purpose of Position

The primary purpose of this position is to provide program administration, coordination, and technical assistance for the Local Government Grant Program (LGGP). This position manages the LGGP grant cycle, facilitates the advisory committee process, monitors funded projects for compliance with state requirements, and represents OPRD to local governments and stakeholders statewide and is guided by the Recreation Grants Section Team Leader and reports directly to the Recreation Grants and Community Programs Section Manager.

SECTION 3. DESCRIPTION OF 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 N / R / NC	E / NE	DESCRIPTION
50%	R	E	<p>Grant Cycle Administration</p> <ul style="list-style-type: none"> • Provides overall program administration and coordination for the Local Government Grant Program (LGGP). • Develops and updates grant forms, manuals, administrative rules, and online application materials; publishes grant process information on OPRD's website. • Develops and provides training and technical assistance to applicants and grantees to clarify program goals, objectives, performance measures, and reporting requirements. • Evaluates project proposals and advises applicants to improve competitiveness and ensure compliance with LGGP and funding requirements. • Provides project scoping assistance and recommends facility improvements that enhance local outdoor recreation opportunities. • Conducts technical reviews of applications for completeness, accuracy, and compliance with state program standards. • Coordinates environmental and cultural resource reviews of selected projects with state partners. • Explains program processes and presents grant workshops and trainings to applicants and stakeholders. • Represents the program at public meetings, workshops, and ceremonies, providing information on OPRD funding sources and impact. • Coordinates annual grant cycle announcements and application revisions. • Prepares approval forms, recommended project lists, and presentation materials for the OPRD Commission in collaboration with the Grants Division Manager. • Monitors expenditures and oversees distribution of grant funds.
20%	R	E	<p>Committee Coordination</p> <ul style="list-style-type: none"> • Coordinates the Local Government Grant Advisory Committee, including member appointments, meeting logistics, and facilitation. • Prepares committee materials such as staff recommendations, evaluation summaries, and project ranking documentation. • Facilitates committee evaluation meetings and project sponsor presentations in remote, in-person, and hybrid formats. • Coordinates review of applications with the committee to develop prioritized funding recommendations for Commission approval. • Provides technical and procedural guidance to committee members to ensure evaluations are consistent with program rules and objectives.
25%	R	E	<p>Project Completion and Monitoring</p> <p>Prepares and coordinates execution of LGGP grant agreements and amendments consistent with agency and program requirements.</p> <ul style="list-style-type: none"> • Reviews and authorizes reimbursement requests for accuracy, timeliness, and compliance with state regulations. • Monitors grantee progress reports and site inspections to ensure compliance with program standards. • Conducts onsite reviews to assess project progress and identify corrective actions to

			achieve compliance. <ul style="list-style-type: none"> • Provides technical assistance and instruction to grantees to correct deficiencies and achieve program requirements. • Evaluates program service data and outcomes; prepares written reports and recommends improvements to program performance and effectiveness. • Maintains accurate project records and files to ensure public record and audit compliance.
5%	R	E	Other Duties as Assigned <ul style="list-style-type: none"> • Provides assistance and program support to other recreation grant coordinators as needed. • Participates in division and department initiatives to improve grant administration and customer service.
Ongoing	R	E	Performs position duties in a manner that promote customer service and harmonious working relationships, treating all people courteously and respectfully. Engages in effective team participation through support of co-workers and supervisors. Demonstrates constructive problem-solving, receptiveness to feedback, and commitment to diversity and inclusion. Regular attendance is required to meet the demands of the job and provide necessary services.
100%			

SECTION 4. WORKING CONDITIONS

WORKING CONDITIONS

This position consists of a hybrid work schedule. Work is primarily performed in an office setting. Sits or stands for long periods of time. 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, including attending training and conferences that are related to position duties. This position will occasionally require work outside in all weather conditions, traversing over uneven terrain on foot. Position will often need to drive long distances to and from meetings and other field projects. Overnight travel may be required, including evening and weekend work, requiring a flexible schedule. Possible exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possible 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. Perform duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

- Oregon Administrative Rules, Chapter 736, Divisions 4-9
- Local Government Grant Program Manual and Application Forms
- State and Federal Laws, Oregon Administrative Rules and Policies (BOLI, Civil Rights, OMB Circulars, etc.)
- OPRD Mission, Goals, Policies and Procedures
- Americans with Disabilities Act and Guidelines

a. *How are these guidelines used?*

To explain to land managers, grant applicants, agencies, private organizations, and members of the public technical and legal requirements of OPRD grant programs. To provide consistency and compliance with federal, state, and agency laws, mission, goals, policies, procedures, and program requirements.

SECTION 6. WORK CONTACTS

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

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Supervisor	In-Person/Virtual	Discuss Workload/Progress	Weekly and As Needed
Land Managers	Verbal/Written	Provide Information/Technical Assistance	Daily
Local Government Officials	Verbal/Written	Provide Information/Technical Assistance	Daily
Advisory Committee Members	Verbal/Written	Coordinate grant evaluation process	As needed
Recreation Facility Users	Verbal/Written	Provide Information/Technical Assistance	As needed
Grant Applicants	Verbal/Written	Provide program information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Determines and sets work priorities with supervisor's oversight. Determines technical adequacy of project proposals, eligibility for funding, and appropriate corrective actions for non-compliance. Determines appropriate response to routine inquiries regarding other recreation grant programs. Utilizes outdoor recreation project knowledge to determine and recommend improvements to OPRD policies and LGGP program requirements. Monitors progress of grant projects and evaluates merit of reimbursement requests. Interprets LGGP program requirements and determines best method or approach to explaining and applying requirements to ensure compliance with state regulations, federal law, and program requirements. Make decisions to maintain the integrity of OPRD's grant programs and minimize legal liability. Make decisions to support OPRD goals and objectives.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Recreation Grants and Community Programs Division Manager	4701198	Verbal/Written Performance Reviews	As Needed/Annually	To direct work for the administration of OPRD recreation grant and community programs.

SECTION 9. OVERSIGHT FUNCTIONS

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

How many employees are supervised through a subordinate supervisor? None

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

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

☐ Disciplines and rewards

☐ 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.
- Possess a valid driver's license at time of hire and throughout employment.
- Wear OPRD-supplied equipment 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 emergencies or emotionally charged situations.
- Skill in the use of a personal computer.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in communicating with diverse audiences, facilitating small group processes, presenting ideas clearly, resolving conflict, and conveying technical concepts to others both orally and in writing.
- Skill in establishing and maintaining professional and collaborative working relationships with co-workers, recreational users, private organizations, and local, state, and federal agencies and officials.
- Demonstrated experience in planning, design, development, and management of outdoor recreation facilities.
- Demonstrated experience in administering grants, especially those related to outdoor recreation facilities.

BUDGET AUTHORITY: N/A

SECTION 11. ORGANIZATIONAL CHART

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

APPOINTING AUTHORITY SIGNATURE

DATE

HRA Initials:

Entered by: