

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 219,690-day visits and 22,769 camper nights annually. The annual revenue from the unit is approximately \$ 108,657. The biennial maintenance and operation budget is approximately \$ 2,337,132 million. There are 7 full-time positions, and 8 seasonal positions. Approximately 6,470 volunteer hours (3.11 FTE) are donated each year.

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 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.

The Clyde Holliday Management Unit has a total of 56,517.44 Maintenance Management Plan (MMP) hours. MMP hours are a nationally recognized standard of performance in the parks and recreation industry. As such, MMP hours serve not only as an index of the size of any sub-unit in a parks department, but also as a measure of its complexity. The MMP hours, combined with other park operational elements, determine the level of operational and management complexity, resulting in the classification level for OPRD Park Managers and Park District Managers. Operational elements can include but are not limited to: a moderate level of facility and infrastructure development; fewer properties, FTEs and positions; a moderate amount of budget, revenue, day use count and overnight visitation; a presence of Threatened and Endangered plant and animal species and above- and below- ground resources listed on the National Register of Historic Places; a presence of OPRD co-operating associations, intergovernmental or other agreements; or a combination thereof..

Clyde Holliday Management Unit is composed of the following properties: Clyde Holliday State Recreation Site, Frenchglen Hotel State Heritage Site, Pete French Round Barn State Heritage Site, Sumpter Valley Dredge State Heritage Area, Unity Forrest State Scenic Corridor, Unity Lake State Recreation Site, Kam Wah Chung State Heritage Site

SECTION 3. DESCRIPTION OF DUTIES

	<i>List position's major duties, stating percentage of time for each duty.</i>	N New	E Essential Functions	R Revised	NE Non-Essential Functions
		NC No Change			
% of time	N/R/NC		E/NE	DUTIES	
35%	R		E	<p>STAFF SUPERVISION</p> <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: 	

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N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
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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.

100%

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 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 Park Manager 2	4751016	In person and by written annual evaluation	Quarterly 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? 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: 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.

Must obtain the following after appointment:

- First Aid/CPR/AED certification
- OPRD enforcement officer status
- OPRD intermediate chainsaw operator certification
- Small System Water Operator's certificate
- CDL Class B or higher within one year of hire

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.

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

SECTION 11. ORGANIZATIONAL CHART

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

PD version: PM12424KB

HRA Initials:

Entered by: