



# POSITION DESCRIPTION



**Agency** Oregon Parks and Recreation Department

**Region** Mountain      **Management Unit** Blue Mountain

**Position Description Status**    New    Revised

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

## SECTION 1. POSITION INFORMATION

<b>Employee Name</b>	VACANT	<b>Position Number</b>	4751015
<b>Supervisor Name</b>	Sarah Steele	<b>Agency Number</b>	63400
<b>Classification Title</b>	<b>PARK MANAGER 2</b>	<b>Position Description Revised Date</b>	5/2024
<b>Classification Number</b>	X8442		
<b>Working Title</b>	Park Manager 2		
<b>Work Location (Park)</b>	Emigrant Springs		

- POSITION**    Permanent       Part-Time       Intermittent       Academic Year  
 Seasonal       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](http://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.







### 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
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*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.

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 - \$2.3 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
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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.
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### 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.

### **Park Manager is required to live in residence at Emigrant Springs State Park as condition of employment.**

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.

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	\$2,655,144	Other Funds
Facility Investment Strategy	TBD	Park and Natural Resource (Lottery)

**SECTION 11. ORGANIZATIONAL CHART**

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature                      Date                      \_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date

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HRA Initials:	Entered by:
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