



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	State Park Superintendent III	548-739-0974-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	San Joaquin Sector Superintendent	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Joaquin Sector	San Joaquin Sector Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		District Superintendent II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The San Joaquin Sector Superintendent is responsible for the total administrative, maintenance, visitor services, public protection and law enforcement, interpretation, real property management, and resource management function of Millerton Lake SRA, Wassama Round House State Historic Park, the State Mining and Mineral Museum and the Kechaye Cultural Preserve.</p> <p>The San Joaquin Sector Superintendent also serves as a Board Member on the San Joaquin River Conservancy's Governing Board, and works closely with the Federal Bureau of Reclamation, overseeing a Managing Partner Agreement at Millerton Lake SRA. The San Joaquin Sector Superintendent provides efficient public service and leadership within budgetary constraints and Departmental guidelines and procedures.</p> <p>The San Joaquin Sector Superintendent provides leadership, supervision, training and employee development opportunities to staff and maintains cooperative professional relationships within the community in order to further the philosophy and purposes of the State Park System.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	MANAGEMENT AND SUPERVISION Plans, organizes, implements, directs, reviews and controls those activities which contribute toward achieving overall District and Departmental objectives. Serves on Departmental, intergovernmental and community committees as needed to further the interests of the Department. Serves as a liaison with leaders and decision makers in the community who can assist with support for the park system. Plans, conducts and participates in staff meetings. Provides employee counseling, writes and reviews performance appraisals, consults with the District office and takes appropriate disciplinary actions, may conduct Skelly Hearings on disciplinary actions, and undertakes the resolution of grievances or complaints. Acts as liaison with organizations representing employees. Reviews and recommends transfers, promotions or reinstatements. Develops, reviews, and implements emergency plans.	
30%	ADMINISTRATION Reviews and approves the Sector's budget. Prepares and reads correspondence and reports. Reviews and approves Sector Management Plans. Monitors Sector funds and expenditures. Sees that employees are afforded training opportunities and on-the-job training. Assures effective utilization of resources available and allocated to the Sector. Demonstrates a high standard of management and leadership to ensure conformance with Departmental policies and procedures.	

	Monitors concessionaires for contract compliance and ensures that the needs of the public and the General Plans are realized. Consistent with the Department's mission, the Sector Superintendent shall maximize the opportunities for revenue enhancement within the District. Manages concession contracts and works with District Concession Specialist on related issues.
15%	<p>PUBLIC PROTECTION AND LAW ENFORCEMENT</p> <p>Ensures that a balanced public protection and law enforcement program is provided, for the protection of park resources, park visitors and employees. Follows proper procedures in the citizen complaint process.</p> <p>Monitors the quality and effectiveness of law enforcement programs including review of crime and accident reports, inspection of public safety related equipment, and review of training programs and oversight of law enforcement supervision. May act as Incident Commander at the scene of major incidents such as natural disasters, major accidents, officer involved shootings or other incidents requiring oversight by a position of delegated authority. Ensures proper conduct of peace officers under the Peace Officer Bill of Rights.</p>
15%	<p>RESOURCE & REAL PROPERTY MANAGEMENT, MAINTENANCE, AND INTERPRETATION</p> <p>Ensures that the natural and cultural resources are protected. Reviews all aspects of vegetation management, insect, vector control, visitor impact control, erosion, and the investigation and protection of historic, geologic, paleontological and archeological sites. Approves collection permits, research projects and related activities. Provides general management oversight and recommendations and/or approvals for District CEQA, 5024 and Coastal Commission (where appropriate) permit process. Actively engages in the investigation, inspection and review of property desired for acquisition. Meets and confers on transfers and condemnation proceedings. Cooperates with other agencies on land utilization and surplus properties. Assures that property ownership maps and documents are current and accurate. Sees that boundary surveys are up to date. Considers rights of way easements and recommends action. Prepares reports required by the Federal government regarding federal properties given or leased to the Department under federal statutes.</p> <p>Ensures that all facilities and equipment within the Sector are well maintained, clean and safe for public and/or staff use. Responsible for identification of replacement and/or new equipment and facilities including Minor and Capital Outlay programs. Ensures that accepted standards are met and takes the lead in the development of new standards. Assures that budget revisions reflect the needs of the District.</p> <p>Ensures that training for interpretation and a balanced interpretive program is provided. Ensures that programs and interpretive collections are provided for consistence with Departmental policies and directives and that exhibits and publications are of the highest quality, and that visitors are adequately notified of all District interpretive programs. Establish where appropriate volunteer programs and cooperative associations to assist the Sector in the development of meeting a broad range of program/functional objectives.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	<p>FIELD TRAINING PROGRAM MANAGER</p> <p>Responsible for the District's Field Training Program as the Program Manager including all required reporting. Works with HQ Training and LEESD, other Districts and Sectors to provide appropriate Field Training Officers and Supervisors to maintain a professional training program.</p>
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	

SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

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