



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert	Senior Park and Recreation Specialist	549-940-1087-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Colorado Desert District	Senior Park and Recreation Specialist	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Colorado Desert District	200 Palm Canyon Drive, Borrego Springs, CA	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		District Superintendent I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general direction of the District Superintendent, the Senior Park and Recreation Specialist is responsible for planning, organization and review of work produced by a multi-disciplinary team composed of the District Interpretive Specialist, Interpreters and the Parks Online Resources for Teachers and Students also known as PORTS. In addition, the Senior Park and Recreation Specialist is responsible for oversight of major District program administration including defensive planning, park and recreation planning, project management, environmental review and interpretation. The Senior Park and Recreation Specialist personally perform some of the most difficult and highly sensitive work assigned to the team.</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	
20%	Program Administration Provide leadership and supervision for Interpretation and park facilities improvements. Liaison between the District and Headquarters regarding planning and environmental compliance functions. Ensures the Park Infrastructure Database (PID) are up-to-date reflecting current program needs and oversees the District's defensive planning efforts.	
20%	Supervision and Management Directs and evaluates the activities of interpretation, Geographic Information System (GIS), planning, and environmental review. Directly hires, supervises and evaluates District Services staff as appropriate. Regularly communicates with staff and provides program direction and goal development, work plans and assignments. Perform annual appraisal and development plans, performance evaluations, review training programs for staff, and career development plans with staff. Prepares corrective counseling as necessary.	
15%	Park and Recreation Planning Day-to-day lead and oversight for the development and preparation of General Plans, district management plans, and road and trail plans. . Serves as the District representative for complex community and inter-agency planning efforts and represents the District on highly visible, politically sensitive community issues. Using acceptable statistical methods	

	and available data, prepares studies, conducts surveys, documents trends in public use, recreational needs and use patterns, for the District's use in planning documents, planning and design of facilities, and for use in improving the management of individual park units.
15%	Environmental Review and Coordination Serves as the Environmental Coordinator for the District by organizing, directing and implementing environmental review processes and ensuring documents are in compliance with California Environmental Quality Act (CEQA), California Public Resources Code (PRC 5024), Department Operations Manual (DOM 0600) and other applicable environmental laws and Department policies. Oversees the application for permits required by regulatory agencies such as California Department of Fish and Game, U.S. Army Corps of Engineers, US Fish and Wildlife and the Water Quality Control Board. Reviews and analyzes CEQA, National Environmental Policy Act (NEPA), PRC 5024, Section 106 of the National Historic Preservation Act ,and other environmental documents prepared for state, federal or local agencies.
15%	Defensive Planning Reviews and analyzes local, state and federal government planning documents (county, city, community, special districts, federal and state land use plans, and environmental impact related reports and notices) and other proposed projects that may impact the department's resources or programs. Prepares letters, comments and reports for the department's use in responding to potential project impacts and represents the Department in appropriate public forums.
10%	Real Property Management Responds to requests for right-of-entry, easements and other real property issues. Assists District staff in addressing encroachments on park property. Works with members of the public, agencies, local government and Department of Parks and Recreation (DPR) Acquisition and Real Property Services Section in resolving real property issues. Prepares reports required by the Federal Government regarding federal properties given or leased to the Department under federal statutes. Keeps and organizes district land ownership maps and real property documents. Works with the District Superintendent, DPR Acquisition staff, land trusts and foundations to develop acquisition proposals. Prepares Real Estate Assessment Documents (READs) and the District acquisition priority list in order to accomplish District acquisition goals.
MARGINAL FUNCTIONS:	
	TASK/DUTIES
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	
Office environment, daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. The position also requires periodic field visits in varied terrain and weather, with potential exposure to high heat, snow, and dust.	
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