



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	State Park Peace Officer Supervisor (Ranger)	548-655-0980-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	State Park Peace Officer Supervisor (Ranger)	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Mount Tamalpais State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		State Park Superintendent III
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		
Under general supervision of the State Park Superintendent III, the State Park Peace Officer Supervisor (Ranger) is responsible for supervision and coordination of Public Safety and Visitor Services operations at Mount Tamalpais State Park as well as assisting with other parks within the District. The State Park Peace Officer Supervisor (Ranger) will also supervise resource-related public safety operations within China Camp State Park.		
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	
35%	Supervision: Supervises the Public Safety and Visitor Services personnel assigned to Mount Tamalpais State Park, including planning work schedules and directing staff to accomplish projects and programs. Recruits, interviews, hires, and supervises seasonal personnel; evaluates (including completing IDP's, ROP's, EDA's), counsels and advises permanent and seasonal employees and handles employee grievances on an informal level. Handles citizen complaints made against park staff and completes appropriate complaint protocol per department policy. Completes Worker Compensation reports for workplace injuries involving employees and volunteers. Supervises volunteers and directs the Volunteers In Parks program for Mount Tamalpais State Park. Schedules regular Public Safety and Visitor Services staff meetings and attends District Supervisory meetings. Meets with operating partners and cooperating associations when necessary.	
20%	Public Safety: Supervises Park patrol and enforcements efforts including foot, vehicle and bike patrols and Mount Tamalpais State Park and other parks throughout the District as necessary. Ensures that State Park Peace Officers (SPPO) use proper enforcement procedures and follow established departmental policies. Directs SPPO during mutual aid situations, incidents, investigations, medical response, search and rescue, arrests, and other public safety situations. Ensures that SPPO generate accurate and complete reports, citations, and warnings, and makes necessary corrections and recommendations. Monitors park conditions, including fire weather, and informs District managers when closure conditions exist. Directs and supervises park opening and closing procedures during emergencies. Performs routine patrol and enforcement as required. Oversees proper management of evidence and found property.	

15%	Administration: Ensure that Visitor Attendance reports, Reports of Collections, employee timesheets, vehicle inspections, and other park operation paperwork is timely and submitted correctly. Coordinates purchasing, staff training, and budget allocations. Manages and tracks a seasonal employee budget allocation. Reviews and follows State Park policies, directives, and manuals. Coordinates permits, including special event permits and film permits. Coordinates training and advises manager of necessary training for public safety and visitor service employees. Maintains Park files and supervisory files. Reviews District contracts and provides feedback when necessary.
10%	Interpretation: Supervises Mount Tamalpais State Park Visitor Center and Gravity Barn operations. Plans, supervises, and reviews interpretive program activities, including campfires, tours, guided hikes, astronomy programs, school programs, virtual programs, and other interpretive activities. Develops visual exhibits for in-park use (panel displays) and maintains interpretive supplies and objects. Coordinates with district manager for interpretive training, exhibit needs, etc. Provides formal and informal interpretive programs as needed.
10%	Visitor Services: Supervises Park visitor services staff to ensure that quality public service is provided to all visitors. Ensures that seasonal employees are well trained and provide current information to park visitors. Ensures that cash handling policies are followed and that a report of collection and bank deposits are routinely made. Operates visitor center, provides visitor information, handles cash and operates credit card machine for purchase as necessary.
5%	Maintenance: Coordinates with Maintenance Supervisor in scheduling routine maintenance work and vehicle repair. Monitors public safety and visitor services vehicles. Ensures monthly vehicle inspections are completed. Ensures staff use equipment properly and has training. Reports facility maintenance problems to their manager and Maintenance Chief. Participates in facility inspections. Oversees completion of park sign orders. Maintains and manages park signage, including enforcement, interpretive, and general park signs within Mount Tamalpais State Park and China Camp State Park.
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	
Variable working conditions to include inside and outside environments. May be required to respond to emergencies and associated 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