



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	State Park Superintendent III	548-926-0974-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	North Sector Superintendent	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
North Sector	Bolsa Chica State Beach	N/A
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		State Park Superintendent V
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 State Park Superintendent III serves under the direction of the District Superintendent as the North Sector Superintendent for Huntington and Bolsa Chica State Beaches, some aspects of Crystal Cove State Park, Corona del Mar State Beach, and Long Beach Marine Stadium. This individual manages many integrated facets while having direct and continuous interaction with state, county, local agencies, political leaders, as well as the media.</p> <p>The State Park Superintendent III manages, with oversight, operations, development, and protection of the sector including program functions of Visitor Services, Aquatic Services, and Facilities development. This position is responsible for sector wide personnel management and supervision, fiscal management, preservation, patrol and public safety operations, technical services and facilities maintenance, fee collection, public works project coordination, concessions, operating agreements, cooperating associations, real property management, liaison with governmental agencies and non-governmental organizations, and communication with stakeholder groups and individuals.</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	
25%	<u>Administration</u> This position, under the District Superintendent, evaluates and measures the effectiveness of all processes applicable to the sector. Is aware of provisions of all contracts, leases, and agreements, and manages seasonal allocations for the sector including Crystal Cove State Park, Corona del Mar and Long Beach Marine Stadium. Complete other duties as assigned by the District Superintendent, which include developing program budgets, and managing the Sector Special Event program. If the Sector Superintendent is involved in the pricing specifics of an event, that permit fee must be independently reviewed and approved by the District Superintendent. Prepare employee evaluations and performance reports for subordinate staff, provide review of Public Safety reports for content, accuracy and appropriateness where necessary in complicated or controversial incidents, to ensure compliance with legal mandates, Departmental policies, District Attorney protocols, or as dictated by the local courts, prepare corrective and adverse actions as necessary, oversee follow-up investigations on criminal cases, allegations of employee misconduct and visitor/employee accidents, Brief the District Superintendent on active or controversial incidents occurring within the Sector, and maintain sector Badge List and employee call-out lists and distribute as necessary	
25%	<u>Management and Supervision</u>	

	<p>This position is responsible for sector wide personnel management and supervision, fiscal management, preservation, patrol and public safety operations, technical services and facilities maintenance, fee collection, public works project coordination, concession operations management, cooperating associations management, real property management, liaison with governmental agencies and non-governmental organizations, and communication with stakeholder groups and individuals. Prepares draft news releases for approval and release to local media regarding the sector. Communicates to subordinate staff to ensure proper work schedules for staff according to approved operational plans and workload demands to assure safety for park visitors, hold staff meetings at regular intervals and attends District Core Team meetings. Serves as the primary contact and State Park designed to manage the sectors operating agreements. Provide consistent and appropriate leadership and direction to State Park Peace Officers, Maintenance staff, Park Aids, Interpreters, and Seasonal Lifeguards assigned to the North Sector.</p> <p>Prepares management plans, budgets, budget change proposals, and capital outlay projects. Oversees unit revenue generation efforts, procedures, and accountability, as well as banking and purchasing activities, coordinates film and special event permits, as the unit concessions program liaison oversees collection and reporting of revenue associated with unit concessionaire(s), oversees the historic district overnight accommodations and food service, aware of provisions of all contracts, leases, and agreements, manages seasonal allocations for Crystal Cove State Park. Provide direct supervision of Lifeguard Supervisors, State Park Peace Officers, Park Aids, Seasonal Lifeguards, and the Special Events program. Following the policies and directives of the District and the State, directs all unit patrol and aquatics activities while ensuring balanced and comprehensive public protection, utilizing law enforcement and aquatic safety measures to provide for the protection for all park resources, visitors and employees within Crystal Cove State Park. This position maintains working relationships with all local courts, district attorneys and other local law enforcement, community organizations, special interest groups, and legislators to achieve workable solutions consistent with departmental goals, and in keeping with the priorities of the District. Serves as the Departments day to day liaison to the Crystal Cove Conservancy and may serve as the Cooperating Association Liaison.</p>
25%	<p><u>Protection, Enforcement and Aquatic Safety</u></p> <p>Ensure a balanced and comprehensive Law Enforcement and Emergency Services program is provided for the protection of park visitors, resources, property, and employees within the Orange Coast District. Prepare, maintain and ensure adherence to protocols, procedures, policies, and guidelines. Provide recommendations to the District Superintendent for improvements to operational policies, procedures, related to the District's Law Enforcement and Emergency Services Program, including but not limited to the following:</p> <p><u>Aquatic Safety Program</u>- In coordination with the South Sector and Public Safety Superintendents, ensure District-wide standardization, and compliance with protocols and guidelines as defined within the Department's Aquatic Operations Handbook to include the following areas: physical testing, training and development, standards of conduct, general procedures, aquatic rescue procedures, beach driving, atv/mutv operations, rescue vessel operations, scuba dive program, swift water rescue, search and rescue, Junior Lifeguard and related outdoor youth programs, Maintain inventory records, complete purchasing orders and ensure procurement approved standardized equipment and supplies used by the programs. Complete and provide monthly and annual Aquatic Safety Reports</p> <p><u>Evidence Program</u>- Maintain compliance and provide guidance for the Sector, including records maintenance, proper storage, disposition, and destruction of all property obtained property obtained as "evidence" within the Sector per current statute law and departmental policy.</p> <p><u>Lost and Found / Safekeeping Property</u>- Provide guidance for the Sector lost and found/safekeeping property program. Follow all policies regarding dispersal and disposition of all property collected or received as "lost and found" or for safekeeping as per current statute law and departmental policy.</p> <p><u>Parking Notice Program</u>- Provide guidance to the SPPO and CEPA staff to ensure proper adherence to the protocols and guidelines as defined in the Department's Parking Citation Procedures Handbook. Ensures code enforcement personnel are issued and have up-to-date</p>

	<p>citation booklets. Maintains all accountable documents and records for the program. Ensure reviews of contested parking citations</p> <p><u>Emergency Planning-</u> Provide guidance and may serve as the Incident Commander (or other ICS position as appropriate) during serious Law Enforcement incidents, Natural Disasters, and/or planned events. Collaborate with other Superintendents (and/or designee) and with the District Facilities and Maintenance Chief to establish and maintain pre-planning efforts for major incidents to include interagency contacts, supplies, training (ICS/NIMS/SEMS) and Critical Incident Stress and Tactical debriefings, ensuring Emergency Plans are accurate and up to date.</p> <p><u>Law Enforcement and Public Safety Training-</u> Coordinate with all necessary instructors to ensure program compliance as defined within the associated Instructor's Handbook and DOM chapter to include training and qualifications for State Park Peace Officers, as well as, update/refresher training for instructors. Ensure compliance with all training standards including EMR, CPR, AED, POST, Advanced Officer, Instructor certifications, SCUBA, K-9, DT's, Firearms, etc. Maintain and keep up-to-date all Peace Officer DPR 103s</p> <p><u>Internal Affairs / Citizen – Employee Complaints-</u> Provide oversight, investigative services, and direction for citizen complaints to include: receiving, responding to, and tracking complaints.</p>
10%	<p><u>Resource Management</u></p> <p>Coordinates with the Maintenance Chief and Assistant District Superintendent for programs and services to assure that the natural and cultural resources of the parks are protected. Reviews all aspects of vegetation management, insect and vector control, visitor impact control, erosion, and the investigation and protection of historic, geologic, paleontological, and archeological sites. Reviews and recommends approval to District Superintendent for collection permits, research projects, and related activities. Provides recommendations for District C.E.Q.A. (California Environmental Quality Act) and reviews Section 5024 Public Resources Code, and Coastal Commission permits. Monitors administration of operating agreements for resource compliance on behalf of the District Superintendent. Considers Natural and Cultural resource impacts and potential impacts when planning or approving events or activities within the Sector. Works closely with other staff to identify, prioritize, and resolve any resource concerns and permit issues. Works closely with the Fire Marshal, Coastal Commission, and follows all relevant permit processes.</p> <p><u>Interpretation</u></p> <p>Ensures that Interpretation is a priority in the Sector, and that training for interpretation and a balanced interpretive program is provided at appropriate levels. Ensures that programs and interpretive collections are provided for and are consistent with Departmental policies and directives that exhibits, publications, and other interpretive sale items are of the highest quality, and that the visitors are adequately notified of all State Park interpretive programs. Where appropriate, recommend establishment of volunteer programs and cooperative associations to assist the District in the development of meeting a board range of programs/functional objectives. Oversees the preparation, review, and update all interpretive plans, prospectus and unit histories, reviews and critiques a multitude of types of interpretive presentations. Manages Cooperating Associations to ensure proper partnerships and Interpretive messaging are maintained</p>
10%	<p><u>Real Property Management</u></p> <p>This position is responsible for the investigation, inspection, and review of land acquisition proposals. Reviews and recommends approval for permits for rights of way and easements across Park land. Recommends resolution to trespasses upon State Park lands and as directed, may take the lead in initiating appropriated criminal and/or civil action. 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 boundaries are up to date.</p>

	<u>Maintenance and Facility Management</u>	
	Actively manages and participates in the Facility Development and Maintenance program in the Sector. In the absence of the Park Maintenance Supervisors ensures that all facilities and equipment within Huntington and Bolsa Chica State Beaches are well maintained, clean and safe for public and/or staff use. As directed, takes responsibility for identification and recommendation of replacement and/or new equipment and facilities, including Minor and Major Capital Outlay programs. Ensures that accepted standards are met. Assures that recommended budget revision proposals reflect the needs of the District.	
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		
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