



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	District Superintendent I	549-720-0969-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Monterey Distirct	District Superintendent I	S01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Monterey (720)	2211 Garden Road, Monterey CA 93940	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing not available		District Superintendent II
<b>SENSITIVE POSITION DESIGNATION (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>The District Superintendent (DS I) works under the general direction of the District Superintendent II, performing duties relative to the planning, implementing, and direction for all aspects of the district's operation. The DS I can supervise the district's programs, which includes Administration, Facilities Development, Natural Resources, Cultural Resources, Interpretation and Education, and all operations in the Big Sur sector. This position provides supervision, leadership, training, and employee development opportunities for the district's program managers and supervisors in order to further the purposes of the state park system. The incumbent will ensure that clear direct liaison is maintained with federal entities, state and local government entities, and the field offices of state and federal legislators. The DS I works directly with the District, Headquarters, and Service Center staff as well as cooperative associations, volunteer groups, public sector groups, and the media with a high degree of independence in meeting their responsibilities. Every effort will be made to keep the District Superintendent II informed of sensitive issues. In conjunction with the District Superintendent II, the DS I will be responsible for the day-to-day visitor services, facilities development, administration, interpretation, real property management, and resource management of the District.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>25%</b>	<p><b>MANAGEMENT AND SUPERVISION</b></p> <p>Plan, organize, supervise, and evaluate programs for visitor services and maintenance operations including interpretation, resource protection, management, administration, housekeeping, facilities maintenance, and systems management. Be familiar with rules and regulations such as Public Resources Code including but not limited to 5024; California Code of Regulations including but not limited to the California Environmental Quality Act; as well as Federal, State, and local land use plans and regulations. Be familiar with state administrative procedures as well as State Park policies, procedures, and practices including concession contracts in order to provide oversight and compliance. Provide full-time on-site supervision of State Park programs. Provide regular supervisory interface with partner organizations in the Multi-Agency Facility. Work closely with the first line supervisors within the sectors to ensure effective and consistent visitor services, resource management, administration, and maintenance programs. Supervise, mentor, and train first-line supervisors to maintain a productive and efficient workforce within the sectors. Prepare and maintain work schedules to meet the needs of the operation including maintaining a supervisor on duty during all normal work hours. Work with supervisors to recruit, hire, and train seasonal and</p>	

	<p>permanent employees. Ensure that performance evaluations for all staff are regularly completed. Support and motivate staff through employee development programs, trainings, and performance evaluations. Hold staff meetings to ensure a flow of communication and information with subordinate staff. Attend and participate in Monterey District meetings as necessary. Plan appropriate training, provide for employee development programs, and ensure all training requirements for sector employees are met.</p>
<b>25%</b>	<p><b>COMMUNICATIONS &amp; PUBLIC RELATIONS</b></p> <p>Assist the District Superintendent II in the development of public relations efforts with sensitive sector issues. Promote positive relations with various community interests and governmental agencies. Keep the District Superintendent II informed of all issues. Provide open communications and frequent updates to immediate and District staff. Maintain positive relationships with Headquarters programs and staff. Assist in preparation of news releases. Meet with government officials from various agencies, representatives from community groups, and members of the public as necessary.</p>
<b>20%</b>	<p><b>ADMINISTRATION</b></p> <p>Monitor assigned project funding expenditures to ensure adherence to all required budgetary timeframes and allocations. Ensure that all contracts are managed in accordance with appropriate policies and regulations. Oversee completion of employee personnel and payroll documents to assure accuracy and timelines. Establish and maintain an employee safety program for State Park personnel in the sectors. Be alert for hazards to people and property and take corrective action to resolve employee and visitor hazards.</p>
<b>15%</b>	<p><b>PARTNERSHIPS</b></p> <p>Plan, organize, implement, direct, review, and control those activities which contribute towards achieving overall District and Departmental objectives through partnerships which include operating agreements, donor agreements, cooperative associations, and concession agreements. Approve motion picture, photography, and special event permits. Oversee the District's partnership liaisons (PALs) and cooperative association liaisons (CALs). Attend board meetings ensuring the interpretive sale items are of the highest quality and that the volunteers and employees of the operators, cooperative associations, and concessionaires are trained to provide the highest level of service to the visitors of the District. Ensure that partner organizations have a clear understanding of District needs and how the partnership can help achieve the goals of the District and the Department. Work with multiple partners and other nonprofit organizations to improve and protect park resources. Partner with federal, state, local, and tribal governments to improve and protect the District's natural and cultural resources.</p>
<b>10%</b>	<p><b>OTHER DUTIES</b></p> <p>Assist the District staff, as necessary, in administrative, management, and operations. Assist in report preparation, computer applications, training, team building, and conflict resolution as necessary. Participates in teams and task forces related to the improvement of the District. Assists in the preparation and implementation of outside funded grant programs. Maintains accurate and organized files and documentation of all work. Act as the Superintendent's representative as needed.</p>
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
<b>TELEWORK DESIGNATION:</b>	
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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>