



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park & Recreation Specialist (PRS), Permanent Intermittent (PI)	549-260-1068-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	PRS, Special Event Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Prairie City Sector	Prairie City State Vehicular Recreation Area (SVRA)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Park & Recreation Specialist
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>The Park and Recreation Specialist PI works under the supervision of the Senior Park & Recreation Specialist. The reporting location for this position is the Prairie City SVRA Sector Office in Rancho Cordova. The position is responsible for the coordination of the Special Events Program and may be required to work some weekends and holidays.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>SPECIAL EVENTS: Serves as the Sector Coordinator for all special event programs within Prairie City SVRA. Schedule and meet with all event promoters, financial sponsors and sector staff for pre-event planning and after the events for program evaluations. Tracks all associated costs, monitors receipts from promoters to ensure timely payment for services rendered. Calculates relative costs for billing purposes and tracks special event revenues. Schedules Rangers and other staff for event coverage and writes all necessary correspondence for financial sponsors. Coordinates scheduling of the Environmental Training Center for off-highway vehicle training, allied agency special use permitting, the still and motion film permit program, and drone training within the SVRA. Travels throughout the park to perform event related tasks and assigned duties.</p>	
35%	<p>ADMINISTRATIVE & TRAINING: Responsible for assembling and distributing special event packages. Reviews content for current policy and compliance. Write and distribute weekly special event weekend updates. Reviews all paperwork for accuracy and completion. Maintains the files for all Special Events. Provides training and direction to seasonal and lower-level staff in all areas of special event planning, coordination and oversight. Ensures lower-level staff provide backup support and assist with major special events held within the Sector. Provides information and advises staff in other program areas regarding Special Event policies, fee structures and event coordination.</p>	
25%	<p>Sector CEQA Planning and Compliance: Performs planning duties consistent with the Park and Recreation Specialist I classification when not assigned to special event coordination. Conducts California Environmental Quality Act (CEQA) analysis of projects in and around the park to ensure compliance with environmental</p>	

	regulations and compatibility with recreational use and resource protection measures. Reviews, analyzes, edits, and prepares CEQA documents, including environmental impact reports, negative declarations, mitigated negative declarations, general plans, initial studies, and project evaluation forms prior to signature circulation. Analyzes park-generated data to identify trends and evaluate opportunities for new or enhanced recreational uses within the park.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings, which may include travel. Prepares administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Working conditions include both indoor and outdoor work environments. Daily use of personal computer and a variety of software applications. Work includes use of phones and other office machines and equipment. May work weekends and/or holidays during special events.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
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