



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park and Recreation Specialist	549-690-1087-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Senior Park and Recreation Specialist	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Service Driven/Interpretation and Education	Gold Fields District Office	
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		District Superintendent II
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 direction of the District Superintendent II, the Senior Park and Recreation Specialist (SPRS) acts as the District Services Manager and is responsible for planning, organization and review of work produced by a multi-disciplinary team composed of Associate Park and Recreation Specialist, Park and Recreation Specialist, State Park Interpreter II, and State Park Interpreter I. In addition, the SPRS is responsible for oversight of major District program administration including park and recreation planning, project design and engineering, environmental review and interpretation. The SPRS personally performs some of the most difficult and highly sensitive work assigned to the team. The reporting location for this positions is the Gold Fields District Office in Folsom.</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	
25%	<p><u>SUPERVISION AND MANAGEMENT</u></p> <p>Develops, organizes and manages the District’s planning, design/engineering, and interpretive programs. Plans, organizes, directs, helps prioritize, implements and reviews District Services staff activities in these areas which contribute to achieving the overall District and Departmental goals and objectives. 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. Performs annual appraisals, performance evaluations and career development plans with staff. Prepares adverse actions as necessary, ensuring accuracy, completeness and consistency.</p>	
20%	<p><u>PARK AND RECREATION PLANNING</u></p> <p>Serves as the District representative, providing day-to-day leadership and oversight for the development and preparation of General Plans, management plans, and other planning processes. Represents the District in complex community and multi-agency planning efforts, including highly visible and politically sensitive issues. Using acceptable</p>	

	<p>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. Develops and maintains relationships with staff and representatives from regulatory agencies, local government, environmental groups, recreation user groups and other NGOs and consultants as necessary. Participates in and contributes to Department-wide planning initiatives and strategic programs as needed and available.</p>
20%	<p><u>DEFENSIVE PLANNING</u></p> <p>Reviews and analyzes local, state, and federal planning documents including county, city, community, special district, and land use plans, as well as environmental impact reports and notices and evaluates proposed projects for potential impacts to the Department's resources and programs. Prepares letters, comments and reports for the department's use in responding to potential project impacts. Represents the department in appropriate public forums. Assists with Department-wide training in the role of District planner and defensive planning, as needed and available.</p>
15%	<p><u>ENVIRONMENTAL REVIEW AND COORDINATION</u></p> <p>Serves as the District Environmental Coordinator, organizing, directing, and implementing environmental review processes and document preparation in compliance with the California Environmental Quality Act (CEQA), Public Resources Code (PRC) 5024, Department of Parks and Recreation (DPR) Operations Manual (DOM) 0600, and other applicable environmental laws and Department policies. Coordinates with Reclamation and other federal agencies to ensure compliance with the National Environmental Policy Act (NEPA), Section 106, and other applicable federal environmental laws. Reviews and analyzes CEQA, NEPA, PRC 5024, Section 106, and other environmental documents prepared by state, federal, and local agencies. 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. Determines potential impacts of projects and plans on State Park System resources and programs. In consultation with departmental staff and external agencies, organizations, and stakeholders, prepares written responses, that may include proposed mitigation measures. Trains District and Sector staff in DPR environmental review process.</p>
5%	<p><u>REAL PROPERTY MANAGEMENT</u></p> <p>Responds to requests for right-of-entry, easements and other real property issues. Assists Sector Superintendents and staff in addressing encroachments on park property. Works with members of the public, agencies, local government and DPR Acquisition and Real Property Services Section in resolving real property issues and preparing documents as necessary. Keeps and organizes district land ownership maps and real property documents. Works with the District Superintendent, DPR Acquisition staff, land trusts and conservancies and members of the public in acquisition planning and development of acquisition proposals. Prepares Real Estate Action Documents (READs) and the District acquisition priority list and to accomplish District acquisition goals.</p>
5%	<p><u>PUBLIC RELATIONS</u></p> <p>Prepares news releases, correspondence, and other written materials, as directed by the District Superintendent, to inform the public, media, and government entities of park issues and policies. Maintain liaison with the local news media, the Department's Communications section, the staff of local governments, state and federal government agencies and Non-governmental organizations (NGOs). Reviews, analyzes, and prepares Department comments on proposed legislation, as directed. Acts as the District's lead person in public meetings for planning projects.</p>
5%	<p><u>GRANTS</u></p>

	Researches and maintains information on grant and funding opportunities for District programs and projects. Seeks grant and funding opportunities for specific District projects and prepares District grant applications. Trains and assists District and Sector staff in grant research and preparation	
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: (Check one)		
<input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input 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