



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Coastal Field	Associate Park & Recreation Specialist (APRS)	549-910-1089-002
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Channel Coast District	Economic Development & Marketing Coordinator	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Channel Coast District	San Buenaventura State Beach	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<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
<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>Under the general direction of the Senior Park and Recreation Specialist, the Associate Park and Recreation Specialist (APRS), Economic Development and Marketing Coordinator, serves as a lead staff member within the Channel Coast District Planning Team, responsible for independently managing a wide range of park planning and public engagement initiatives. In support of planning and real property functions, the APRS independently prepares California Environmental Quality Act (CEQA) documentation, develops site plans, coordinates right-of-entry permits, and performs field assessments to support project development. They maintain and manage the district's planning database (Airtable), ensuring all project information is accurate, current, and accessible for staff use. The APRS plays a lead role in external communications, overseeing the production of written and visual content using tools such as Microsoft Publisher, PowerPoint, Excel, Word, Adobe Illustrator, and Canva. They represent the District at community meetings and public events, lead stakeholder coordination, and ensure effective tracking and reporting of planning timelines and deliverables. This position leads district-wide outreach strategies related to visitor use, planning efforts, special projects, and Department-sponsored events, utilizing web platforms, social media, and targeted communications. The APRS develops and implements the district's community engagement program in collaboration with core program staff, nonprofit partners, tribal representatives, government agencies, local businesses, and schools, fostering long-term relationships that support State Parks' mission and priorities. They conduct in-depth research and analysis of program data to identify trends, needs, and opportunities that inform park operations and planning. The reporting location for this position is the Channel Coast District Office, 911 San Pedro Street, Ventura, CA 93001.</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>30%</b>	<b>Planning &amp; Project Development:</b> Leads the development of planning documents and supports complex projects by finalizing CEQA documentation, conducting site and environmental evaluations, and reviewing plans for consistency with District General Plans, policies, and applicable codes. The Associate coordinates with interdisciplinary teams and technical experts to ensure plans reflect operational, resource, and visitor needs. They assist in scoping future projects, managing timelines, and maintaining accurate records in project tracking systems.	

25%	<p><b>Real Property &amp; Permit Coordination:</b></p> <p>Independently manages real property actions, including right-of-entry permits, minor easements, and land use coordination. Conducts field reviews, analyzes property records, and liaises with adjacent landowners and partner agencies to ensure compliance with Departmental standards. Supports the resolution of property-related issues by ensuring timely processing of permits and alignment with District planning and operational goals. Maintains detailed records and coordinates with District and Headquarters staff on complex or precedent-setting real property actions.</p>
25%	<p><b>Community Engagement:</b></p> <p>Serves as the District’s lead for community engagement and interagency coordination by independently developing and implementing outreach strategies that advance District goals and projects. Builds and maintains effective partnerships with local governments, business communities, nonprofits, and advocacy groups to support inclusive planning, project delivery, and visitor services. Represents the Department at meetings, public forums, and stakeholder sessions, often leading discussions and presenting on behalf of the District. Coordinates DPR-sponsored events in partnership with park staff and external groups, ensuring alignment with operational logistics and community expectations. Manages the District’s online presence, including website and social media platforms, by developing clear, accessible, and impactful communications related to District initiatives, visitor advisories, and public opportunities. Evaluates and enhances engagement strategies, responds to complex inquiries from the public and media, and contributes to shaping public understanding and perception of the State Park System within the region.</p>
10%	<p><b>Social Media and Communications:</b></p> <p>Independently leads the development and execution of the District’s social media and public communication strategies, ensuring alignment with State Parks’ mission, brand standards, and program goals. Manages the District’s online presence, including website and social media platforms, by developing clear, accessible, and impactful communications related to District initiatives, visitor advisories, and public opportunities. Creates and manages high-quality digital content to promote planning initiatives, recreational opportunities, public events, and operational updates across web and social platforms. Designs outreach campaigns tailored to diverse audiences, assess engagement metrics, and refine strategies to increase effectiveness and public reach. Responds to complex inquiries from the public and media and contributes to shaping public understanding and perception of the State Park System within the region. Collaborates with program staff to gather photos, videos, data, and stories that support compelling and accessible content. Reviews and approves content drafted by staff and ensures consistency in messaging across all platforms.</p>
5%	<p><b>Administration &amp; Training:</b></p> <p>Provides administrative leadership for assigned projects and supports the efficient operation of District Planning and Community Engagement programs. Independently prepares complex reports, evaluations, and briefing materials for supervisors, executive staff, and external partners. Collects, analyzes, and interprets data related to park operations, public engagement, and program performance using a variety of online platforms, planning tools, and databases. Develops and responds to high-level correspondence, contributes to grant proposal development to support District priorities, and tracks grant reporting requirements. Coordinates purchasing requests, supports budget planning, and assists in managing project expenditures to ensure alignment with fiscal policies and funding sources. Participates in internal meetings and working groups, providing updates, recommendations, and technical input across planning, public affairs, and operational domains.</p>
<b>MARGINAL FUNCTIONS:</b>	
%	<b>TASK/DUTIES</b>
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**

Works in both indoor and outdoor environments and may be exposed to varying weather conditions and unpleasant environments. May encounter hazardous situations, including working around chemicals, heavy equipment, or near fast-moving machinery or traffic. May be exposed to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises, and may interact with aggressive visitors. May be required to work at elevated heights, perform basic manual labor, and use a computer with repetitive hand movements for extended periods. Requires the ability to stand for prolonged periods to perform duties associated with the position.

**TELEWORK DESIGNATION**

**This position is designated as: (Check one)**

Telemwork Eligible – Office Centered     Telemwork Eligible – Remote Centered     Not Telemwork Eligible

**SPECIAL REQUIREMENTS:**

Possession of a valid class C driver’s license is required. This position may be required to travel.

**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



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Coastal Field	Park & Recreation Specialist	549-910-1068-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Channel Coast District	Community Engagement Planner	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Channel Coast District	San Buenaventura State Beach	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<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
<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>Under the direction of the Senior Park and Recreation Specialist, the Park and Recreation Specialist (PRS), Community Engagement Planner works as part of the Channel Coast District Planning Team to support a range of park planning and public engagement efforts. The position supports planning functions through tasks such as preparing site maps and California Environment Quality Act (CEQA) documentation, assisting with right-of-entry permits and real property coordination, and participating in fieldwork. The incumbent helps to maintain the district planning database (Airtable), ensuring historical and current information is accurate and accessible. They are expected to contribute to internal and external communications by producing visual and written content using software such as Microsoft Publisher, PowerPoint, Excel, and Word, as well as Adobe Illustrator, Canva, or similar platforms. The role includes attending public meetings, supporting stakeholder communications, and tracking planning timelines and deliverables. This position is responsible for coordinating district-wide outreach messaging related to visitor use, planning activities, special projects, and Department-sponsored events, utilizing web platforms and social media tools. The specialist will participate the District's community engagement program in coordination with core program staff, nonprofit partners, government agencies, businesses, and schools. They assist with the research, collection, evaluation, and summarization of program information to identify recreational needs and trends. The reporting location for this position is the Channel Coast District office, 911 San Pedro Street, Ventura, CA 93001.</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>30%</b>	<b>Planning Support:</b> Provides support to the District Planning Team during the initial phases of park planning projects by assisting in the preparation of CEQA documentation, basic site plans, mapping, and planning graphics; gathering and organizing natural and cultural resource data; and supporting the development of written project descriptions and planning reports. Participates in interdisciplinary team meetings and tracks tasks and milestones associated with active planning efforts. Assists in maintaining the planning database (Airtable) to ensure historic, current, and proposed project information is accurate and accessible for reporting and project management purposes.	
<b>25%</b>	<b>Real Property Support:</b>	

	Assists with entry-level real property and land use management tasks, including preparing right-of-entry permits, supporting permit tracking and renewals, and compiling maps and documentation for minor easements or agreements. Conducts basic research to support property-related decisions and maintains organized files and records. Participates in field visits, coordinates with other agencies and adjacent landowners, and supports ensuring land use activities are consistent with State Parks policy and management goals under the guidance of senior staff.
<b>25%</b>	<b>Community Engagement:</b> Develops and maintains strong relationships with local governments, public agencies, chambers of commerce, nonprofits, and community stakeholders to support the goals and visibility of the Channel Coast District. Coordinates and attends community meetings, responds to public inquiries, and collaborates with park staff to ensure DPR-sponsored events and initiatives align with operational needs and visitor experience. Serves as a liaison between the District and the public, promoting the mission and values of the State Park System through outreach and collaborative engagement. Assists in responding to communications received through District information lines and supports community engagement programs that promote access, inclusion, and awareness. Represents the District at community events and public forums.
<b>10%</b>	<b>Social Media and Communications:</b> Maintains and updates the District website and social media platforms, ensuring communications are timely, accessible, and aligned with the Department's mission. Under the guidance of team leadership, develops and schedules content for the District's web and social media presence, focusing on planning activities, visitor information, and DPR-sponsored events. Drafts and edits posts, responds to routine public inquiries, and maintains a consistent and professional online presence in accordance with Department standards. Utilizes communication tools such as Microsoft Publisher, PowerPoint, Adobe Illustrator, and Canva to develop content. Collaborates with program staff to gather photos, videos, and relevant data to produce engaging visual and written materials that support public awareness and transparency.
<b>5%</b>	<b>Administration &amp; Training:</b> Attends staff meetings and training sessions to remain informed on Department policies, planning efforts, and District priorities. Communicates project status, events, and outreach activities to supervisors and colleagues. Assists in collecting, analyzing, and interpreting data related to park use and visitor trends using a variety of online tools and databases to support operational planning and special projects. Drafts and responds to correspondence, assists with grant applications related to community engagement and planning, and supports reporting requirements through the preparation of charts, summaries, and visual materials. Provides support for purchasing, budget tracking, and program logistics to ensure efficient project delivery and compliance with administrative procedures.
<b>MARGINAL FUNCTIONS:</b>	
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