



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Field	District Superintendent I	549-555-0969-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Ocotillo Wells District	District Superintendent	S01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Ocotillo Wells	Ocotillo Wells District Office	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Desert Field Division Chief
<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 works under the general direction of the Desert Field Division Chief and has delegated authority vested by the Director of the Department of Parks and Recreation to direct the overall activities of the district. This position is responsible for directing overall activities of Ocotillo Wells District operations, including, but not limited to, natural and cultural resource protection and management, public safety and law enforcement, visitor services, interpretation programs, real property management, facilities maintenance and administrative services.</p>		
<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></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>30%</b>	<p><b>Management and Supervision</b>            This position has overall delegated responsibility to plan, organize, review and control the District programs; plans and conducts core staff meetings, plans and conducts District-wide meetings to implement management goals; provides direction and leadership; fosters communications and team support; reviews performance standards; completes Appraisal and Development documents for employees under his/her direct supervision; is responsible for the District's diversity efforts, promotes upward mobility; promotes community awareness, community outreach and marketing; approves training requests; handles employee grievances and complaints; interviews, appoints, evaluates and counsels staff under his/her direct supervision; is responsible for administering progressive discipline, communicates regularly with the Deputy Director, Off Highway Motor Vehicle Recreation Division, and the Division Chief in Sacramento; attends meetings as required and maintains effective liaison with outside agencies; promotes partnerships and park advocacy; gives guidance and direction to the Volunteer Management program.</p>	
<b>25%</b>	<p><b>Administration</b>            Prepares annual budgets; oversees preparation of personnel action documents; oversees and is responsible for the annual operating budget; equipment replacement and maintenance budgets; recognizes manpower and project needs and prepares Budget Change Proposals; completes reports and paperwork projects as requested from Off Highway Motor Vehicle Recreation Division Staff.</p>	
<b>20%</b>	<p><b>Resource Management</b>            Ensures that projects are reviewed, as required, under guidelines of the California Environmental Quality Act; oversees state and local permitting processes; continually reviews resource protection</p>	

	and management issues within the District to determine priorities for resource budgeting; manages the District operation with a sensitivity towards protection of the natural and cultural resources; assures that resources are protected and that high quality recreational opportunities are maintained in balance and harmony; oversees resource management programs in close liaison with the Division office, regulatory agencies, universities, local ecologists, biologists and scientists, local land managers with similar management issues and concerns, experts in the natural resource field, the Oceano Dunes Technical Review Team (TRT) and the Scientific Subcommittee (SSC).
<b>10%</b>	<b>Real Property Management</b> Evaluates potential real property acquisitions; manages and oversees the preparation of lease agreements, operating agreements, contracts, concessions and use permits; is aware of all property boundaries, deeds, easements and rights-of-way; works to establish positive communications with adjacent land owners and community groups, the Coastal Commission, city governments and County in a highly diversified and politically complex five-city area.
<b>10%</b>	<b>Safety and Enforcement</b> Provides leadership for maintaining an active District safety policy; ensures the Visitor Services staff are providing patrol, protection and enforcement activities consistent with DPR policy and guidelines; monitors the law enforcement program, MOUs with local law enforcement agencies and maintains liaison with five local city police departments, County sheriff, CHP, local EMS, CDFG, San Luis Port Authority, CDF, OCSD fire department, Diablo Canyon Emergency Alert Team, US Forest Service and the County Criminal Justice Administrator's Association; supervises the Deputy District Superintendent and provides the highest level of review within the District for all enforcement actions and serious crimes.
<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>	
Operate a variety of vehicles and vehicle types in an off-highway environment. Work environment may have exposure to unusual elements, such as extreme temperatures, conditions, hours, elevations, dirt, dust, fumes, unpleasant odors and/or loud noises. Work in a range of climatic environments from hot, dry deserts, coastal beaches, cool forests and mountainous areas. May involve some exposure to aggressive visitors. May be exposed to extreme weather and traffic conditions. Operate and navigate 4x4 vehicles, ATVs, ROVs or motorcycles.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
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>