



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Staff Park and Recreation Specialist	549-951-1088-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	Sector Manager	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Chino Sector	Chino Sector 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		State Park Superintendent V
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 supervision of the State Park Superintendent V, Staff Park and Recreation Specialist (Staff PRS) is responsible for the operation of California Citrus State Historic Park and Chino Hills State Park. The Sector Manager (Staff PRS) has the responsibility to plan, organize, and review the Sector's operational program. They manage the protection of the sector's cultural and natural resources, real property, and programs for the purpose of efficient and effective utilization of sector resources to meet the Department of Parks and Recreation's objective of providing quality service and experience to the public. The reporting location is Chino Sector Office located at 1879 Jackson Street, Riverside, CA, 92504</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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	PARK MANAGEMENT AND OPERATIONAL SUPPORT Plans, organizes, and, reviews the work of Chino Sector staff, operations and related activities which contribute towards achieving overall District and Department objectives. Serves on departmental, intergovernmental, and community boards and committees as needed to further the interests of the Department. Serves as a liaison with local leaders and decision makers in the community who can assist with support for the park system. Plans, conducts, and participates in staff meetings. Assists with hiring and monitoring seasonal park and maintenance aides. Ensures the sector complies with Equal Employment Opportunity requirements. Reviews, submits, and implements District emergency plans. Manage and responds to public inquiries, complaints, and recommendations.	
20%	CONCESSION AND EXTERNAL PARTNER RELATIONS Works with non-profits, concessions/sub concessions, regional planning, local governments, and monitors all agreements with external partners. Works closely with the Friends of California Citrus and Gless Ranch who holds a lease and crop agreement for the citrus groves. Represents the department in meetings, workshops, committees, boards, and may be assigned to department sub-committees.	
15%	ADMINISTRATION Monitor and manage sector budget allocations and expenditures among the visitor services, maintenance, public safety, interpretive and administrative programs. Ensures coding and tracking of special funds, regular allocations and programmatic allocations. Reconciles and processes revenue. Uses and maintains point of sales systems for revenue collection and	

	reservation processing. Prepares and reads correspondence and reports. Monitors park concessionaires and sub-concessionaires for contract compliance. Implements all components of the park general plan. Evaluates and recommends approval for motion picture, photography, OPDMD exemptions, and special event permits. Consistent with the Department's mission, maximizes the opportunities for revenue enhancement within the Sector.
10%	PARK VISITOR CUSTOMER EXPERIENCE Develop and implement policies and procedures to ensure the safety and security of visitors, monitoring visitor activities and ensuring compliance with park rules and regulations, developing, and maintaining relationships with public safety staff to ensure prompt response to emergencies. Conducts regular safety inspections of park facilities and equipment to ensure they are in good working condition, developing and implementing training programs for park staff to ensure they are equipped to handle emergency situations. Develop and maintain relationships with locals, community organizers to promote tourism and enhance visitor experiences. developing and implementing programs to encourage visitor participation in park activities and events, Promote volunteerism and community involvement in park activities.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	REAL PROPERTY MANAGEMENT Identify and post park properties, boundaries and ensure Sector staff are familiar with them. Inform staff of any operating agreements or specific provisions of any deeds, leases, easements or right of way. Ensures that all staff are alert to any trespass, encroachments, or other threats to the Sector. May draft and review right of entry, vegetation modification, easement requests, and encroachment applications.
5%	RESOURCE MANAGEMENT Coordinates with the District Specialists and the Southern Service Center, ensuring that the natural and cultural resources are protected. Reviews all aspects of vegetation management, insect and vector control, visitor impact control, erosion, wildfire management, right of entry requests, and the investigation and protection of historic, geologic, paleontological, and archaeological sites. Reviews and makes recommendations for collection permits, research projects, and related activities. Provides general management oversight and recommends approval for District C.E.Q.A. (California Environmental Quality Act), and Section 5024 Public Resources Code permits on behalf of the Department. Ensures adequate resource patrol of sector. Ensures staff is properly trained in basic resource management skills required for proper stewardship of the unit.
5%	INTERPRETATION Coordinates with the District Interpretive Chief to ensure that programs and interpretive collections are provided for and are consistent with Departmental policies and directives; that exhibits, publications, and other interpretive sale items are of the highest quality; and, that visitors are adequately notified of all District Interpretive programs. Where appropriate, recommends establishment of volunteer programs and cooperative associations to assist the district in the development of meeting a broad range of program/functional objectives. Works closely with Interpretive staff to ensure interpretive program goals are met. Assists in preparation, review and update of all interpretive plans.
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	
Indoor desk work with occasional field work in various climates and terrain.	
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.	

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