



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field	Senior Park and Recreation Specialist	549-645-1087-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	District Services Manager	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	400 Glen Drive, Oroville, Ca 95966	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		District Superintendent II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the District Superintendent, the Senior Park and Recreation Specialist (Senior PRS) serves as the District's primary lead for Tribal Engagement and oversees the Cultural Resources Program. This position performs highly complex work including defensive planning, project management, environmental compliance, and real property management. The Senior PRS acts as a high-level liaison between the District and Tribal governments, ensuring compliance with California Natural Resources Agency policies and managing various Memorandums of Understanding (MOUs). This position is responsible for supervising, organizing, and reviewing the Service Driven functions of the District, with a specific emphasis on the direct supervision of Cultural Resources staff in addition to existing administrative duties.		
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	
20%	Program Administration and Supervision The Senior Park and Recreation Specialist (Senior PRS) serves as the primary lead for the District's administrative and personnel functions, moving beyond the coordination of the Staff PRS level into direct management. This position is responsible for the direct supervision, planning, and organization of the District's Service Driven functions and the Cultural Resource Management program. This involves direct supervision of Cultural Resources staff, including the completion of performance evaluations and individual career development plans. The Senior PRS provides high-level analysis and review of work, reports, and documents prepared by District staff to ensure strict compliance with Department guidelines. This administrative oversight extends to the management of State, Federal, and private financial grants, requiring the incumbent to lead the preparation, review, and accounting for these essential funding sources.	
20%	Tribal Engagement and Liaison This position functions as the District's lead representative for all Tribal Engagement efforts, a role that requires a higher degree of management and specialized attention given the sensitive nature of these relationships. The Senior PRS is responsible for the management and implementation of numerous Memorandums of Understanding (MOUs) with local Tribes within the Northern Buttes District. This role ensures that all District activities and planning efforts are in strict alignment with the latest policies from the California Natural Resources Agency and the Department of Parks and Recreation regarding Tribal consultation and co-management.	

	By serving as the primary point of contact for Tribal partners, the incumbent ensures that Tribal perspectives are integrated into the management of park units and the protection of cultural resources, representing the District in complex government-to-government forums and public outreach opportunities.
20%	Planning and Environmental Compliance The Senior PRS leads the coordination, development, and preparation of General Plans and other long-range management planning processes for the District. This position is the lead representative for complex community and intergovernmental planning efforts, often involving highly visible and politically sensitive issues. A key component of this function is the oversight of District defensive planning operations, which requires the incumbent to review and analyze external planning documents and proposed projects from other agencies that may impact Department resources, programs, or operations. To support these efforts, the Senior PRS prepares formal letters, comments, and reports in response to potential impacts and conducts studies to document recreational needs, use patterns, and economic trends for planning documents and facility design
15%	Project Management This role performs and directs the work of project development and construction within the District, serving as a technical lead for complex infrastructure improvements. The Senior PRS coordinates and facilitates project team meetings, provides oversight for project agreements and schedules, and manages construction budgets, engineer estimates, and consultant or public works contracts. A vital aspect of this work involves leading staff to obtain necessary regulatory permits and project compliance from various agencies, including the Department of Fish and Wildlife, the Regional Water Quality Control Board, and the US Army Corps of Engineers. The incumbent ensures all projects meet current industry standards for constructability and maintains comprehensive project records and plans. The Senior PRS acts as the primary liaison for mandated projects, such as those related to the Department of Water Resources (DWR) and Federal Energy Regulatory Commission (FERC) Relicensing for Lake Oroville State Recreation Area.
10%	Real Property and Concessions The Senior PRS manages the legal and administrative aspects of land ownership and development within the District. This includes reviewing and making recommendations on land acquisition proposals, setting property acquisition priorities, and assisting in the naming of park units. The position oversees requests for Right-of-Entry permits and easements, ensuring that any use or access across State Park System lands is pursued in accordance with Public Resource Code sections. Additionally, the Senior PRS works to resolve issues related to park boundaries, trespass, and encroachments, often consulting with legal staff and land agents. In collaboration with the Department's Partnerships Office, the incumbent evaluates and manages existing concessions and identifies new methods to meet outdoor recreational needs through potential partners. This position identifies and plans for new partnerships and concessions to improve service delivery.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Public Relations As directed by the District Superintendent, prepares letters of correspondence, news releases, and other documents to ensure that the public, news media and other government entities are aware of park issues and policies. Maintain liaison with the local news media, the Department's Communications section, and the staff of local governments, state and federal government agencies. As directed, review, analyzes and prepares comments for the Department regarding proposed legislation. Acts as the District's lead person in public meetings for planning projects.
5%	Grants Researches and maintains information on grant and other 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.

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		
A combination of office and field settings with occasional visits to the park units, external offices, and project sites. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, etc. Must be willing to work weekends and irregular hours as necessary to meet deadlines.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel is required. Possession of a valid California Driver's License – Class C is required. Incumbent must maintain a safe driving record.		
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