



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Associate Park and Recreation Specialist	549-954-1089-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	Operations Liaison	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Administrative Services	Mount San Jacinto Sector Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor 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 supervision of the Supervisor II and in close collaboration with the District Superintendent, the Operations Liaison is the field staff that manages the Mount San Jacinto State Park responsible for orchestrating the Park's daily operations, staff and budget by working closely with the District Superintendent and Program Managers. The Operations Liaison is the main contact for the day-to-day management of the Operating Agreement with the Mount San Jacinto Winter Park Authority and the Palm Springs Aerial Tramway. The Operations Liaison maintains collaborative relationships with entities such as the Mount San Jacinto State Park Natural History Association, USFS, CalFIRE, town of Idyllwild, and many more. The Operations Liaison is responsible for ensuring a safe and enjoyable environment for staff and visitors while protecting the natural and cultural resources of the park. The reporting location for this position is the Mount San Jacinto Sector Office located at 25905 Highway 243, Idyllwild, CA, 92549.		
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	
25%	ADMINISTRATION Manages the park budget, staffing needs and reporting requirements. Collaborates with District Superintendent, District Administrative Chief, and Headquarters to seek opportunities for additional resources such as funding, ask for procedural guidance and general information. Assists in hiring staff, directs and reconciles purchases, manages revenue collection and generation, and human resources for park staff and volunteers. Manages the visitor services, volunteer and public safety programs for the park. Coordinates staff meetings and manages park projects. Manages equipment and fleet vehicle needs of the park and staff. Applies the law and department policy to all facets of park management.	
20%	LIAISON Represents the park when working with internal and external agencies, non-profits and local community groups such as: The Riverside County Sheriff including the Search and Rescue division, Mount San Jacinto Winter Park Authority dba Palm Springs Aerial Tramway, United States Forest Service, local tribal partners, Pacific Crest Trail Association (PCTA), towns of Idyllwild and Pine Cove, utility companies and easement holders such as Southern California Edison, Santa Rosa and San Jacinto Mountains National Monument, local and statewide fire departments, neighboring land managers such as Thousand Trails campground and Riverside County Parks, the Mount San Jacinto State Park Natural History Association (MSJNHA),	

	California Department of Transportation for coordination of projects along Highway 243, such as the park perimeter fencing, erosion issues and access.
20%	PARK PLANNING Coordinate with the District Facility Development Program Manager to update and maintain the Park Infrastructure Database with park improvement projects. Implements and continually monitors facility reservation enhancements such as wilderness and camping permits with ReserveCalifornia. Plans and manages park facility development such as Hike and Bike campsite policy improvements. Works with the District Environmental Coordinator on Right of Entry Permits, real property and easements, and special event planning, and Project Evaluation Forms. Ensures ADA compliance for staff and visitors and leads efforts to conduct wilderness campsite mapping and long term, ongoing maintenance planning. Actively participates in trail use monitoring and management using programs such as TrafX, advocates for the Idyllwild Campground rehabilitation project, coordinates and implements the pit toilet replacement and ongoing maintenance needs. Is the lead on the Long Valley Management Plan implementation and project management with the Tramway and Service Center. Collaborates with the District Public Safety Program Manager to manage the use and enjoyment of rock-climbing sites, Skyline Route and other natural hazard facilities in the park.
20%	RESOURCE MANAGEMENT Collaborates with the District Natural Resource Program Manager as a subject matter expert to effectively manage the Statewide Trails and Cannabis Watershed Protection Programs for the benefit of the park. Coordinates with USFS and PCTA for trail maintenance, access and connectivity. Participates in the Mountain Area Safety Taskforce (MAST), conducts fire preparedness meetings with staff, and is the backcountry weather station point of contact. Collaborates on the hazard tree program in the park to monitor and manage programs for invasive pests such as the Gold spotted Oak Borer, and aids in backcountry facility planning and management such as mountain meadow management and cultural resource management of historic structures such as the peak shelter, round valley ranger station, Idyllwild historic district, the sawmill flats site, and sensitive areas such as Hidden Lake.
10%	INTERPRETATION AND EDUCATION Coordinates with the District Interpretation and Education Program manager, advises on programming and events for Interpretive staff to conduct, participates in community outreach including but not limited to tabling events, parades, public speaking, park and department representation at conferences, engagement with the Tramway and the MSJNHA for visitor center improvements and operation, public program review and approval, management of all social media platforms for the park, and oversees campfire and online program production in the park.
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	
This position involves a combination of office and field work. Field work is performed at high elevations and may require travel via the Palm Springs Aerial Tramway, on foot, or by vehicle. The incumbent may be required to hike over varied terrain and in changing weather conditions to elevations exceeding 10,000 feet to access backcountry and remote facilities, including trails, campsites, and historic sites. Regular travel throughout the district and occasional statewide travel may be required for operational needs and training.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid Class C driver's license is required. Must successfully complete a background investigation utilizing Live Scan fingerprinting.	

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