



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park and Recreation Specialist	549-660-1087-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Senior Park and Recreation Specialist	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Bay Area District Office, Petaluma, CA	
STATE HOUSING: (Check one) ☐ Housing is required ☐ Housing may be required ☒ Housing is not available		IMMEDIATE SUPERVISOR District Superintendent I
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 I, the Senior Park and Recreation Specialist (SPRS) is responsible for the major and critical administrative duties involved in the complex planning, developing and implementing of recreation programs and related issues as well as the technical environmental review and analysis of politically sensitive projects within the Bay Area District, which features 16 State Park units. The SPRS also manages the Service Driven program staff and provides a broad range of support for the District's Superintendents in managing diverse and complex recreation related projects and issues between multi-level-governmental agencies, special interest groups, local and regional land trusts and conservation-based organizations, co-managing partners, and concessionaires, as well as volunteer programs. The SPRS will coordinate efforts of inter-governmental and inter-agency cooperative programs and projects; facilitate new property acquisitions; and will direct strategic, management, and general planning teams. The reporting location is the Bay Area District Office at 845 Casa Grande Road, Petaluma, California 94954.		
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	
30%	PARK LAND USE PLANNING Identifies overall planning needs for the District's 16 park units; acts as lead planner and assists District staff in strategic recreation planning efforts including providing assistance in producing general plans and general plan amendments; coordinates initial investigations for proposed land acquisitions and potential use agreements; responsible for drafting and managing Right of Entry permits, easements, and associated environmental documents; analyzes and evaluates the potential impacts of facility developments within and adjacent to District lands; coordinates with the District's Cultural and Natural Resource Managers to ensure proper oversight of a wide variety of natural and cultural resource issues within the District such as wildlife corridor and connectivity, watershed management, native plant and grazing issues, exotic species eradication, aquatic concerns, and sensitive oversight of the cultural sites and landscapes; will serve as a liaison to public and private land-use groups, co-managing partners, concessionaires, as well as interfacing with public regulatory agencies including, but not limited to: National Park Service, Marin Municipal Water District, Marin County Parks and Open Space, Bay Area Open Space	

	Council, the Bay Area Ridge Trail Council, East Bay Regional Parks District, One Tam, the Sonoma Ecology Center, Sonoma and Napa Agricultural Open Space Districts, the Bureau of Land Management, American Land Conservancy, Department of Fish and Wildlife, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, The Trust for Public Land, Napa Land Trust, Bay Area Conservation & Development Commission, Sonoma County Regional Parks, and the park-adjacent Cities within the Counties of San Francisco, Marin, Sonoma, Napa and Lake. Responsible for maintaining District real property records; reviews and analyzes outside requests for temporary construction easements on District lands; reviews permanent easement requests and prepares and recommends mitigation measures for such requests; negotiates road access agreements and formalizes agreement in writing; drafts and/or reviews license agreements, memorandums of understanding, and similar documents; prepares and reviews unit specific lease documents; oversees the creation and maintenance of co-management agreements, reviews and assists concession staff in the preparation of unit concession documents; files legal requests as park unit issues arise which warrant Department of Parks & Recreation (DPR) legal.
20%	DEFENSIVE PLANNING/COMMUNICATIONS AND PUBLIC RELATIONS Evaluates the need for defensive planning in the form of evaluating land use development and land swaps impacting park lands, water rights and water quality issues, sewage treatment facilities, timber harvest plans, vineyard conversion plans, requests for off-site environmental mitigation, and construction and development impacts adjacent to the parks. Assists the District Superintendents in the development of public relations efforts with sensitive District issues; promotes positive relations with various community interests and governmental agencies; keeps the District Superintendents informed of any and all issues; provides frequent open communications with immediate and District staff; maintains positive relationships with Headquarters and Service Center staff; maintains positive relationships with park operators, concessionaires, and other partner groups, assists District staff in the preparation of news releases; attends and participates in staff meetings; represents the District in public hearings and meetings; meets with, at the direction of the District Superintendents, government officials from various agencies, representatives from community groups, and members of the public and may act as Park Operators liaison and Coordinator.
25%	SUPERVISION AND MANAGEMENT Directly hires, supervises, trains, and evaluates Service Driven staff. Regularly communicates with staff and provides program direction, ongoing training, and goal development. Performs staff annual appraisals, performance evaluations and career development plans. Reviews training programs and employee work performance. Ensures effective utilization of resources allocated in conformance with Departmental and District standards, policies and procedures. Documents and ensures Service Driven staff compliance with training and safety meetings as required by applicable laws, rules and regulations.
20%	ENVIRONMENTAL COMPLIANCE Acts as District Environmental Coordinator; reviews and analyzes Project Evaluation (PEF), California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and other environmental documents prepared for state, federal, or local agencies; responsible for the coordination and management of the District's PEF process; determines potential effects of projects or plans on the District's park resources and programs and in consultation with the District's Core Managers, other departmental staff, and appropriate outside agencies, organizations and individuals, prepares formal written responses in consultation with these subject matter experts that propose suitable mitigation measures designed to offset potential impacts to State Park resources; obtains local, state and federal permits as needed; prepares a variety of written plans and reports, including environmental impact reports (EIR's), negative declarations, and responses to comments regarding various development projects; reviews concession agreements.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES

5%	Assists the District staff, as necessary, in administrative, management, and operations assignments including report preparation, computer applications, training, team building and conflict resolution. Participates in teams and task forces related to the improvement of the District. Assists in the preparation and implementation of outside-funded grant programs; maintains accurate files and documentation of all work. 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		
Work will be performed in both an indoor office environment at a computer workstation and outside on trails, roads, and open spaces with potentially uneven surfaces in various weather conditions.		
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. The position may require 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