



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	District Superintendent I	549-660-0969-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area	Deputy District Superintendent	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area	Bay Area District Office	
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		
The Deputy District Superintendent (DS I) works under the general direction of the District Superintendent II, performing duties related to the planning, implementing and direction for all aspects of the district's operation. The Deputy District Superintendent directly supervises the district's program managers, which includes Administration, Facilities Development, Natural Resources, Cultural Resources, Interpretation and Education, Public Safety, Service Driven, and the SF Bay Sector. This position provides supervision, leadership, training and employee development opportunities for the districts program managers in order to further the philosophy and purposes of the state park system and ensure that clear direct liaison is maintained with federal entities, state and local government entities and the field offices of state and federal legislators. The Deputy District Superintendent works directly with the District, Headquarters and the Service Center Staff with a high degree of independence in meeting their responsibilities. Every effort will be made to keep the District Superintendent II informed of controversial and sensitive issues. The Deputy District Superintendent shall also work with cooperative associations, volunteer groups, community and public sector groups and the media. In conjunction with District Superintendent II the Deputy District Superintendent will be responsible for the day-to-day visitor services, facilities development, administration, interpretation, real property management, and resource management of the District; and within budgetary constraints, provides efficient and effective public service and leadership throughout the District.		
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	
40%	PARTNERSHIPS This position plans, organizes, implements, directs, reviews and controls those activities which contribute towards achieving overall District and Departmental objectives through partnerships which include operating agreements, donor agreements, cooperative associations, and concession agreements. Approves motion picture, photography and special event permits. This position oversees the District's partnership liaisons (PALs) and cooperative association liaisons (CALs). Duties include attending board meetings, ensuring the interpretive sale items are of the highest quality and that the volunteers and employees of the operators, cooperative associations, and concessionaires are trained to provide the highest level of service to the visitors of the District. Negotiates concession and operating agreements. Also ensures that partner organizations have a clear understanding of District needs and how the partnership can help achieve the goals of the District and the Department. This position will work with multiple partners	

	and other nonprofit organizations in an effort to improve and protect the park's resources. Will also partner with federal, state, local and tribal governments in an effort to improve and protect the District's natural and cultural resources.
25%	MANAGEMENT AND SUPERVISION This position directly supervises the District's Program Managers which includes Administration, Facilities Development, Natural Resources, Cultural Resources, Interpretation and Education, Public Safety, and Service Driven. It will also plan, conduct and participate in staff meetings; provides employee counseling, writes and reviews performance appraisals and takes appropriate disciplinary actions. Undertakes the speedy resolution of complaints or grievances, issuing decisions as the first level of review in the departmental grievance process. Acts as a liaison with organizations representing employees under their supervision and assures that the District meets Affirmative Action goals. Sees that employees are afforded opportunities for formal and on-the-job training. Assures effective utilization of resources available in the District. Demonstrates a high standard of management and leadership to ensure conformance with departmental policies and procedures
20%	PARK OPERATIONS This position manages all District programs and functions relating to natural and cultural resources, interpretation and education, facility and equipment management, public safety and recreation. This includes real property management, public relations, revenue generation, partnerships, defensive planning, environmental compliance, volunteer management and community outreach. This will be accomplished through regular contact and communication with the District's Program Managers ensuring they are in compliance of all policies and regulations.
10%	COMMUNITY INVOLVEMENT Represents the Department and acts as a liaison with local governments, state and federal agencies, legislators and their staff, private interests, special interest groups, commercial enterprises, and the media. Identifies, develops and implements relevant programming and services to engage and provide access for underserved populations and traditional non-park visitors. Works with disabled, minority and economically disadvantaged groups, developing cooperation and interest in conservation programs. Negotiates agreements with local governments, acts as liaison with local citizen advisory committees and appoints or recommends appointments and or members to those committees.
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	
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 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