



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	District Superintendent I	549-935-0969-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast	Deputy District Superintendent	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego Coast	San Diego Coast 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. The DS I is responsible for management of all mission-based programs and functions throughout the District, including the protection and management of natural and cultural resources, visitor services, interpretation programs, real property management, facilities maintenance, administrative services, marketing/public relations, revenue generation, partnerships, defensive planning, environmental compliance, volunteer management and community engagement/outreach. The DS I reports directly to the District Superintendent II related to the planning, implementing and direction of the District's operation. The DS I directly supervises the District's Core Program Managers including Administration, Facilities Development, Natural Resources, Interpretation, Public Safety, and the North, Tijuana Estuary, and Historic Sectors. This position provides supervision, leadership, training, and employee development opportunities for the Core Program Managers in order to further the philosophy and purposes of the State Park System and ensure that direct liaison is maintained with federal entities, state and local government entities and the field offices of state and federal legislators. The DS I works directly with District, Headquarters and Service Center Staff with a high degree of independence in meeting their responsibilities while keeping the District Superintendent II informed of controversial and/or sensitive issues. The DS I shall also manage the District's liaisons with cooperative associations, volunteer groups, community and public sector groups and the media. In conjunction with the District Superintendent II, the DS I is responsible for providing 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	
35%	Management and Supervision Directly supervise the District's Core Program Managers including Administration, Facilities Development, Natural Resources, Interpretation, Public Safety, and the North, Tijuana Estuary, and Historic Sectors. Plan, conduct, and participate in staff meetings; provide employee counseling, write and review performance appraisals and take appropriate disciplinary actions. Undertake the speedy resolution of complaints or grievances, issuing decisions as the first level of review in the departmental grievance process. Provide for effective utilization of resources available in the District. Demonstrate a high standard of management and leadership to ensure conformance with departmental policies and procedures. Take a leadership role with recruitment and retention strategies.	

25%	Partnerships and Community Involvement Plan, organize, implement, direct, review, and control those partnership activities which contribute towards achieving overall District and Departmental objectives. Provide guidance and leadership to the District's cooperative association liaisons, ensuring the goals and priorities of the District are being met and that cooperative projects and activities comply with departmental policy. Coordinate with other nonprofit, federal, state, local, tribal government representatives, and partner organizations in an effort to improve and protect parks resources and educational and recreational opportunities. Represent the Department and act as a liaison with local governments, state and federal agencies, legislators and their staff, private interests, special interest groups, commercial enterprises, and the media. Develop and implement relevant programming and services to engage and provide access for underserved populations and traditional non-park visitors. Work with disabled, minority, and economically disadvantaged groups, developing cooperation and interest in conservation programs. Negotiate agreements with local jurisdictions, act as liaison with local citizen advisory committees, and appoint or recommend appointments and/or members to those committees. Maintain effective relationships with District concessionaires.
20%	Park Operations Manage all District programs and functions relating to natural and cultural resources, interpretation and education, facility and equipment management, public safety and recreation. This includes the District's aquatic program, real property management, public relations, revenue generation, partnerships, defensive planning, environmental compliance, volunteer management and community outreach. Communicate and interface regularly with the District's Core Program Managers ensuring they are in compliance with all policies and regulations.
15%	Administration Review and study correspondence, policies, directives, orders and manual revisions. Take appropriate action as necessary. Work with District Superintendent II to ensure that annual District budget is developed and submitted in accordance with policy. Maintain control over budget allocations. Ensure proper distribution of staff and equipment, and effective utilization of resources available to the District. Provide information, guidance, and opportunities for employees to participate in related training. Monitor and control contractual requirements. Review, evaluate and approve special event permits.
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