



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park and Recreation Specialist	549-651-1087-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Sector Operations Manager & District Planner	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River (657)	Duncans Mills Sector 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		
Under the general direction of the District Superintendent II, the Senior Park and Recreation Specialist serves as a senior district management advisor and provides high-level planning, environmental coordination, land use, real property, GIS, cultural resource coordination, project management, research, analysis, and operational support for the Sonoma Mendocino Coast District. The incumbent assists the District Superintendent in coordinating District priorities, work plans, staff assignments, permitting pathways, operational direction, and accountability systems. The incumbent provides operational management for the Russian River Sector and provides sector direction and supervisory oversight working with program supervisors.		
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%	Supervision, Administration, Budget, and Personnel Management Provides direction and performs assigned supervisory and administrative duties. Reviews work plans, monitors performance, supports hiring and training, ensures campground kiosks are properly staffed and supervised, and ensures assigned work is completed safely and in accordance with Department policy. Assists the District Superintendent with management team coordination, workload prioritization, staff assignments, budget tracking, contract coordination, briefing materials, correspondence, and operational decision-making	
25%	District Planning, Environmental Coordination, Research, and Permitting Coordinates the District's environmental review and permitting workflow for maintenance, operations, public access, resource management, cultural resource, real property, and facility projects. Works with program staff to identify project scope, environmental review needs, permit requirements, technical review needs, timelines, and staff assignments. Coordinates review of projects to identify California Environmental Quality Act (CEQA), coastal development, regulatory permitting, 5024/cultural resource review, tribal coordination, biological review, and related land use requirements. Performs research and analysis related to long-range planning, operating expense spending patterns, visitor attendance patterns, revenue trends, seasonal fund distribution, staffing distribution, and real property management issues. Conducts research necessary to prepare or support budget packages, capital outlay requests, grant applications, project proposals, and district planning documents. Tracks project status, identifies bottlenecks, and elevates unresolved issues to the District Superintendent.	
20%	Facilities Maintenance, Maximo, and Project Oversight Provides strong oversight and accountability for Russian River Sector facilities maintenance operations. Establishes expectations for work planning, priority setting, seasonal readiness, facility inspections, routine maintenance, corrective maintenance, health and safety repairs, project support, and follow-through.	

	Oversee effective use of Maximo or other Department work-order systems to ensure work is entered, assigned, prioritized, tracked, updated, and completed.
20%	Real Property, Land Use, Geographic Information System (GIS), and Cultural Resource Coordination Provides districtwide technical services to the District Superintendent on real property, land use, GIS, cultural resource coordination, and related district issues. Assists with leases, operating agreements, easements, encroachments, acquisitions, boundary issues, right-of-entry, access issues, concession feasibility, and coordination with Department legal, Real Property & Acquisition, and Headquarters program staff. Coordinates GIS support for planning, operations, project tracking, resource management, facility management, and real property review.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Public Protection and Law Enforcement Coordinates with the District Public Safety Superintendent to identify and address elements necessary to provide a safe recreational environment for park visitors and a safe working environment for employees. Coordination and consultation with the Law Enforcement and Emergency Services Division (LEESD) and District Public Safety Superintendent to understand their analysis of law enforcement problems aimed at reducing and satisfactorily handling enforcement problems. Work and consult with LEESD and District Public Safety Superintendent to understand reviews of employee and State vehicle accidents. Coordinate with Public Safety Superintendent to understand if employees are properly trained and certified on approved equipment to complete their duties. Serves as a liaison with local governments; state and federal agencies; legislators and their staff; private entities; special interest groups; commercial enterprises; and the media to coordinate and communicate on matters affecting district operations and programs. Coordinate with the District's Public Safety Superintendent for public safety MOU's and allied public safety agency relationships; work with the District Public Safety Superintendent on agreements involving or impacting public safety.
5%	Other job-related duties as assigned and necessary for operational continuity and to meet District and Department priorities.
TYPICAL WORKING CONDITIONS	
Daily and frequent use of personal computer, phone, and a variety of office software applications at workstation. Sit/stand in a normal seated/standing position for extended periods. Work environment may have moderate exposure to dirt, dust, fumes, unpleasant odors, and/or loud noises. Involves interactions with visitors. Occasionally to frequent work outside of office. Work in a range of climatic environments from hot, dry areas, coastal beaches, forests, and steep terrain. May be exposed to extreme weather.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Willingness to occasionally work on weekends or evenings as needed. Periodically travel Statewide to meet district and departmental program needs. This position requires a valid Class C Driver License.	

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