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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Staff Park & Recreation Specialist	549-732-1088-004
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Central Valley District	Park Manager	S07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Public Safety	Calaveras Big Trees SP	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
Housing not available		State Park Superintendent III

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 State Park Superintendent III, the Staff Park and Recreation Specialist serves as the on-site Park Manager responsible for coordinating and directing the full range of park operations at Calaveras Big Trees State Park. The incumbent provides centralized leadership across Facilities, Maintenance, Interpretation, Cultural and Natural Resources, Visitor Services, and Public Safety, ensuring safe, high-quality services, resource stewardship, and operational efficiency.

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 Operations Leadership & Planning** Provide day-to-day leadership and decision-making for all park functions; set priorities, align staff and resources, and resolve operational issues. Lead annual and seasonal operational planning (e.g., staffing, service levels, special events, weather contingencies, wildfire smoke/heat impacts). Develop and track park performance measures; produce operational reports and recommendations. Lead park leadership meetings; ensure timely internal communications and implementation of district directives. Oversee reservation systems, fee compliance, visitor safety, and seasonal staffing for campgrounds. Develop and implement emergency response plans for wildfire, smoke events, and other natural hazards. Coordinate evacuation procedures, staff training, and communication protocols to ensure visitor and employee safety during emergencies.
15%	**Maintenance & Facilities Oversight** Direct the park's maintenance program, including preventive maintenance, corrective repairs, deferred maintenance tracking, and work order prioritization. Coordinate facility inspections; ensure compliance with safety standards, ADA, and environmental requirements. Align daily maintenance workload with seasonal visitation and critical infrastructure needs (restrooms, campgrounds, trails, visitor center, utilities). Ensure campsites, restrooms, and utilities meet operational and safety standards. Maintain fire suppression systems, defensible space, and infrastructure resilience to wildfire impacts.
15%	**Budget, Procurement & Contract Admin** Develop, monitor, and reconcile park budgets; forecast needs and recommend adjustments. Initiate and manage purchasing, service agreements, and contracts for the facilities and operations programs in accordance with State policies. Ensure timely execution of procurements to prevent operational delays and infrastructure deterioration. Budget for wildfire mitigation, smoke impact supplies (respirators, signage), and emergency equipment.

15%	**Visitor Services & Interpretation** Oversee visitor services quality standards (information, orientation, fee collection, facility readiness). Coordinate interpretive programs and exhibits that reflect park themes (giant sequoias, cultural history, natural processes). Monitor visitor feedback, complaints, and incident trends; implement improvements to enhance visitor experience and accessibility. Ensure clear communication of campground rules, fire safety, and reservation policies. Provide timely public information during wildfire or smoke events, including closures, health advisories, and evacuation instructions.
10%	**Resource Protection and Compliance** Coordinate with district specialists on cultural and natural resource protection, permitting, and compliance (CEQA/NEPA as applicable). Support trail and habitat stewardship projects; ensure operations minimize impacts to sensitive resources (giant sequoia groves, riparian areas, heritage sites). Maintain incident documentation and participate in resource-related investigations as needed. Assist in planning and implementing prescribed burns in coordination with district fire management staff; ensure compliance with DPR Fire Management Guidelines, air quality regulations, and public safety protocols. Implement fuel reduction strategies and monitor wildfire risk in sensitive resource areas.
10%	**Stakeholder, Partner & Community Engagement** Serve as Cooperating Association Liaison (CAL) with the Calaveras Big Trees Association and other community partners; maintain clear, consistent communication. Coordinate partner projects, donor-supported initiatives, and volunteer programs to align with park priorities and standards. Represent the park at meetings, public forums, and with local agencies; communicate park goals, constraints, and outcomes. Collaborate with CAL FIRE, local emergency services, and district staff during wildfire events and prescribed burns.
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 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