



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Sr Park and Recreation Specialist	549-715-1087-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Senior Land Agent / Service Driven Manager	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Henry Cowell Redwoods SP	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		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 (Sr.PRS) serves as the District's real property management specialist, defensive planner, land use permit coordinator, acquisition planning specialist, and environmental coordinator. The Sr.PRS serves as the Service Driven Program Manager, supervising program staff and coordinating contractors and consultants and other subject matter experts as assigned to the district. The Sr.PRS is a key member of the District's management and matrix management team.		
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%	REAL PROPERTY MANAGEMENT Manage all real property issues districtwide including encroachments, easements, rights of entry, leases, operating agreements, and use permits. Coordinate with Service Center Real Property Services staff to facilitate land exchange, easements, transfers of jurisdiction, and encroachment resolution. Prepare and oversee real property acquisition proposals and serve as the key District liaison to the Department's legal staff on complex real property management issues. Facilitate requests for legal services and Public Records Act requests as needed. Manage the Department's Agricultural Leasing Programs. Serve as lead for all operating agreements and partnership agreements.	
30%	DEFENSIVE PLANNING Lead the evaluation and legal response to proposed developments, projects, programs and land uses within and outside State Park units that may affect the state parks system, natural and cultural resources, or public recreation within the parks system. Review external agency's permit applications, projects, environmental studies, assessments, plans and public notices, news reports and public comments, and lead District response with appropriate measures to protect park resources.	
20%	ENVIRONMENTAL COORDINATOR Develop, prepare, review, distribute, and track environmental compliance documents related to District's various programs. Ensure periodic review of procedures and facilitate the continual improvement of workflow processes. Ensure that standard procedures are followed throughout the completion of environmental compliance documents. Ensure that all projects and activities are following environmental and land use laws and regulations, including the California	

	Environmental Quality Act (CEOA), and Departmental policies and procedures. Evaluate and comment on potential consequences.	
10%	SUPERVISION AND MANAGEMENT Plan, organize, implement, review and coordinate the District's Service Driven Program and directly supervise subject matter specialists as assigned. Participate in employee recruitment and selection processes, provide employee counseling and prepare employee performance appraisals. Plan and conduct staff meetings. Participate as a problem identification and problem-solving member of the District Management Team. Provide advice and recommendations to the District Superintendent regarding planning, land use, real property management and land acquisition issues and concerns.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
N/A		
TELEWORK DESIGNATION:		
This position is designated as Telework Eligible - Office Centered.		
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