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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Staff Park and Recreation Specialist	549-660-1088-003
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Bay Area District	Partnership Manager	S01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Bay Area District	Bay Area District Office, Petaluma, CA	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Park and Recreation Specialist

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 direction of the Senior Park and Recreation Specialist, the Staff Park and Recreation Specialist is responsible for the organization, tracking, and management of Operating Agreements, Concessions, and other agreements in the district. This position also supports the District's "Service Driven" programs and priorities. The Partnerships and Concessions manager will plan, develop, and supervise the activities of a developing Partnerships and Concessions program. The duties require strong analytical and organizational abilities, excellent verbal and written communication skills, and an awareness of current social, political, and environmental problems and principles, particularly at the state and local level. The duties require strong analysis of use of Parks toward increasing visitation through Partnership tools. The reporting location for this position is Bay Area District Office, 845 Casa Grande Rd, Petaluma, CA 94954. This position will supervise other program area staff.

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%	**Partnerships Oversight** Review and supervise the development, management, and financial reporting relevant to partnership agreements such as operating agreements with nonprofits and local agencies, cooperative management, and task order agreements with federal government, proud partner agreements, community access park partner agreements, and donor agreements. Ensure compliance and consistency with all relevant departmental policies, statutes, directives, departmental processes and control agency guidance. Develop and maintain cooperative working relationships with field, district, HQ, and Partner staff. Provide advice and assistance on partnership agreements to field staff and other program divisions. Provide recommendations to District Superintendents and other departmental staff to address problematic issues and help resolve conflicts regarding the program. Direct and supervise staff responsible for executing and managing Operating Agreements. Evaluate and implement training for Partners, consistent with agreements and Departmental requirements.
30%	**Concessions** Independently provides program planning, development and issuance of Request For Proposals (RFPs), and contract development services as the subject matter specialist. Collect, analyze, evaluate, and summarize outdoor recreation, economic, and concession data from a variety of

	sources, including park general plans, to identify trends, opportunities, demands, and deficiencies of the district concessions program; concession planning and development includes facilitating all phases of the contracting process and ensuring all policy and legal requirements are met. Manages executed contracts including intake, analysis, and evaluation of monthly and annual concession financial statements, performance bonds, evidence of insurance, facility improvement projects, concession monitoring, and performance evaluations. Ensure positive and collaborative relationships to further each other's goals, consistent with the California State Park mission. Maintains concession files, required documentation, and database entries. Assist special event applications and permit issuance and coordinate with visitor use and other staff for this purpose. Track and analyze district projects, milestones, and events for proactive public outreach, relevant to mission advancement in the community.
25%	**Land Use and Compliance** Serve as a district backup on land use inquiries and handle more routine right of entry permits, assessments of potential land purchase, donation or exchange, right of way inquiries, and coordination of easement issues. Liaise with Acquisitions and Real Property Services at Headquarters. Serve as a backup for environmental compliance and other district permitting requirements. Coordinate relevant CEQA, fire marshal, and general plan requirements.
10%	**Supervision and Management** Supervises, trains and evaluates the Partnership Analyst I. Regularly communicates with Service Driven and other staff and provides program direction, ongoing training and goal development. Performs staff evaluations and career development plans. Reviews training plans, progress and employee performance. Ensures effective utilization of resources allocated in conformance with Departmental and Districts standards, policies and procedures.

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

Frequent computer use in an office setting. Travel to all park units throughout the district. Travel to Headquarters may be required.

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