



POSITION DESCRIPTION



Agency Oregon Parks and Recreation Department

Location: Salem Management Unit Field and Community Services

Position Description Status New Revised

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

Employee Name	Vacant	Position Number	4701003
Supervisor Name	Matt Rippee	Budget Authorization Number	000472750
Position Establishment Date	07/01/1991	Agency Number	63400
Classification Title	Natural Resource Protection and Sustainability Manager 2	Position Description Revised Date	03/01/2021
Classification Number	X7008	Representation Code	MMS
Working Title	Central Operations Resource Program Manager		
Work Location (City-County)	Salem-Marion	Employee Review Date	_____

POSITION Permanent Full-Time Limited Duration Academic Year
 Seasonal Part-Time Intermittent Job Share

FLSA Exempt **IF EXEMPT:** **ELIGIBLE FOR OVERTIME:**
 Non-Exempt Executive Yes
 Administrative Professional No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to *“Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations”* by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of *“Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”*. OPRD upholds its mission and vision through the following operating principles: *Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being*. The agency’s current approved budget information can be found at www.oregon.gov/oprd under *Budget & Facts*.

This position is located in the Field and Community Services Division, which is a division of the Oregon Parks and Recreation Department (OPRD). The CPS includes the Community and Recreation Grants Program, the State Historic Preservation Office, Operations Resource Program, Park Improvement Program, Planning, Design and Real Estate Program, and Safety, Risk and Emergency Management Program. The CPS is responsible for statewide administration and coordination of these operational programs and policies.

Central Operations Resource Program provides statewide leadership and coordination of programs including; Ocean Shores, Natural Resources, Forestry, Cultural Resources, Facilities, Fleet and Park History. These programs affect visitors to parks, historic, cultural and scenic areas; volunteers and park interpretation; park facilities and all levels of resources; other federal, state, tribal and municipal agencies.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

Through shared leadership, directs and supervises the Central Operations Resource Program in the development of statewide, consistent approaches to each section including, Ocean Shores Forestry, Natural Resources, Cultural Resources, Historic Resources, Facilities, Fleet and Volunteer Services.

SECTION 3. DESCRIPTION OF DUTIES

List position's major duties, stating percentage of time for each duty.

N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
30	R	E	<p>Directing and Administering the Central Resource Program</p> <ul style="list-style-type: none"> • Through shared leadership and coordination with Region Park Resource, District and Operations Support managers, determines program priorities within the context of the department's priorities and assesses staff, fiscal support, and good and services needed to address those priorities. • Ensure high level, consistent communication within the Central Park Resource program and counter parts in (3) Regional Park Resource offices. • Lead the development of a consistent, statewide priorities within the Park Resource Program, strategies and plans for the agency's properties throughout the state. Direct and support sub-ordinate staff in the implementation of those strategies and plans. • Prepares and manages biennial fiscal budget for the division relating to managing the Park Resource Programs. • Track revenues and expenditures periodically to align planned and actual accounts and identify any emerging surpluses or deficits. • Manage the State Natural Areas Program through identification of sites eligible for registration and designation as state natural areas, developing outreach tools for education and research applications. • Manage the State Scenic Waterways Program in a manner that ensures compliance with the State Scenic Water Act and associated rules, informs decision makers of significant related issues, and maintains consistency with related local, state, and federal rules and policies. • In coordination of Park Improvement Division, coordinate resource inventories and analysis of potential impacts of proposed park developments as part of the master planning process, and make recommendations for desired future conditions. • Coordinate and oversee the development and implementation of natural, cultural and historical resource management plans for specific state park properties. • Ensure the agency complies and supports state and federal policies and regulations related to the protection of critical species and habitats occurring in state parks.
30	R	E	<p>Directing and Administering the Ocean Shores Program</p> <ul style="list-style-type: none"> • Through shared leadership, guide the development of policy and rules, provide consultation and advice, and direct and supervise staff on Ocean Shore State Recreation Area management, including the administration of Ocean Shores Alteration and Access permits. • Oversee implementation of the Habitat Conservation Plan for endangered Western

SECTION 3. DESCRIPTION OF DUTIES

List position's major duties, stating percentage of time for each duty.

N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
30	R	E	<p>snowy plover recovery.</p> <ul style="list-style-type: none"> • Coordinate operational Ocean Shore Program activities with the Region, District and Park Manager(s) • Administer and approve ocean shore alteration permits (i.e. Shoreline Protection Structures, Beach Access, Sand Alteration, Natural Product Removal, Marine Algae Collection, Pipeline, Cable or Conduit). Make Recommendations for alteration permit denials to Deputy Director – Field Services and Associate Director. • Lead the implementation of the Ocean Shore Management Plan. Coordinate implementation strategies with all stakeholder groups directly impacted by administrative changes. • Represent the department at public hearings, settlement teams, conferences or other meetings relating to ocean shore administrative rules and policies on resources, recreational trends, renewable energy or other related ocean shore issues. <p>Staff Management</p> <ul style="list-style-type: none"> • Provides direction and guidance to staff on overall strategies impacting the Central Park Resources section to the Agency's operations and all associated programs. • Sets goals and meets regularly with Central Park Resources staff to facilitate and review performance; and provides performance feedback and evaluation to staff. Make any necessary changes to improve efficiency, effectiveness, and quality of the unit service and product. • Assigns reviews and approves the completeness, accuracy, quality and quantity of work of subordinates. • Develops work procedures that align with agency policy and establishes work schedules • Serves as a resource, guidance and manager to Central Park Resources staff and provides training to them as needed. • Ensure that Central Park Resources staff understand and comply with all applicable laws, regulations, rules, policies and contract provisions as they perform their work assignments. • Work closely with the CPS Manager to recruit, acquire, develop, manage and discharge staff to meet the goals and needs of the Central Park Resources program. Recommend or undertake personnel actions such as promotion, transfers, or disciplinary action in order to ensure adequate and competent staffing. <p>Program and Agency Representation</p> <ul style="list-style-type: none"> • Develop and present reports for the Oregon Parks and Recreation Commission, legislative committees and others related to program activities. • Represent the agency and its positions on significant issues with other public agencies vested with policy-making authority. • Represent the agency by participating in or coordinating interagency and intergovernmental committees and task forces on issues critical to the interest of the agency. • Serve on various internal leadership teams as requested by the Central Park Resource Division.
10	NC	E	<p>Miscellaneous</p>

SECTION 3. DESCRIPTION OF DUTIES

List position's major duties, stating percentage of time for each duty.

N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
-----------	--------	------	--------

100%			<ul style="list-style-type: none"> • Provide final review of all recommended decisions and policies to the Director and Commission related to management of natural, cultural and historical resources in state parks. • Provide expertise based on a wide body of scientific knowledge related to management of natural resources. • Develop funding sources from outside the agency for support of the division's programs. <p><i>Responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.</i></p>
------	--	--	--

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work is performed primarily in an office environment providing supervision and completing administrative duties. May sit or stand for long periods of time. Travels often for meetings and training with occasional overnight stay. May be exposed to hostile and offensive behavior from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. May require walking over uneven terrain viewing park land in inclement weather conditions. Performs duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes, Oregon Administrative Rules, Oregon Public Employees Union contract, OPRD Policy and Procedure Manual, Affirmative Action and EEO rules and guidelines, State Workers Compensation rules, Department of Administrative Services policies, rules and guidelines, Bureau of Labor laws and regulations, Oregon Occupational Health and Safety Act rules and regulations, OPRD Commissions operating rules, guidelines, policy and procedures and local land use plans, Endangered Species Act,

b. How are these guidelines used?

Guidelines form the basis for interacting with employees, the public and with other government agencies; for dealing legally and effectively with issues pertaining to state government processes, OPRD programs and operations, and natural resources and land management.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who contacted	How	Purpose	How Often?
OPRD Staff	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	Daily
Oregon Parks and Recreation Commission	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	As needed
Elected federal, state, county and local officials	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	As needed
Federal, state and local agency representatives	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work, advise on policy development	Daily
General public, OPRD stakeholders and members of special interest groups	In person, by mail, e-mail or telephone	Give and receive information; explain policies, rules and procedures; conduct public meetings	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decides land stewardship priorities and direction after analyzing information, evaluating available resources and collaborating with staff and stakeholders. Outcomes can dramatically alter the landscape and ecological functions and values within park boundaries and adjacent lands. Stewardship activities can be determinant whether the department is in compliance with state and federal statutes, such as the Endangered Species Act. Decides whether to issue or deny ocean shore alteration permits which are often controversial and may be appealed to the Oregon Administrative Hearings official. Decide whether to issue Scenic Waterway permits to private property owners allowing property development or alteration or to recommend denial through the Oregon Parks and Recreation Commission. Decides whether to issue Scientific Research Permits in parks and conditions of issued permits. Lead in major policy decisions relating to natural resources conservation and protection, forest management, ocean shores, and scenic waterways management, as well as cultural and historical resources management within park properties. Principal contributor to park planning and other program areas. Decisions can be controversial and can be engaged by the public, legislature and other interest groups.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Park Development Administrator	4701002	In person and by written annual evaluation	Annually or at the completion of an assignment.	The work is reviewed for context, quantity, quality and conformance to department policy and procedures, and success in achieving agency benchmarks, goals and objectives.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 14
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

Background check and driving record must meet OPRD standards at the time of hire and throughout employment. Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial amount	Fund type
Stewardship Division	\$ 7,500,000	Parks and Natural Resources (Lottery) and other funds

SECTION 11. ORGANIZATIONAL CHART

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date