



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Oregon State Marine Board

Section: Boating Safety Program

New Revised

SECTION 1. POSITION INFORMATION

Form fields for Section 1 including Classification Title (Program Analyst 2), Classification No (0861), Effective Date, Position No, Working Title (Boating Safety Advocate Program Coordinator), Agency No (25000), Section Title (Boating Safety Program), Budget Auth No, Employee Name, Repr. Code (UA), Work Location (Salem, OR), Supervisor Name (Boating Safety Program Manager), Position (Permanent, Full-Time), FLSA (Non-Exempt), and Eligible for Overtime (Yes).

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The Mission of the agency is to serve "Oregon's recreational boating public through education, enforcement, access and environmental stewardship for a safe and enjoyable experience." The Boating Safety Advocate Program Coordinator position is part of the Boating Safety Program team, whose general purpose is to provide marine law enforcement, waterways management, education and outreach to reduce recreational boating incidents and fatalities statewide.

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:

The primary purpose of this position is planning, resource allocation, and coordination of the Boating Safety Advocate program to engage with schools, communities, boating groups, events and organizations to deliver boating and water safety education. The position monitors and creates reports of Boating Safety Advocate activity outcomes and effectiveness while developing and delivering focused, relevant, and effective messaging to recreational boaters of all types and all communities. The position implements and innovates solutions to promote boating and water safety awareness to underserved communities, rural boating organizations, non-governmental organizations, retailers and new boaters.

### SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit *Enter*.

**% of Time    N/R/N    E/NE    Duties**

Continuous	NC	E	<ul style="list-style-type: none"> <li>The Marine Board is committed to diversity and inclusion. Diversity and inclusion efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by the Marine Board.</li> </ul>
40 %		E	<ul style="list-style-type: none"> <li>Supports and provides technical assistance and training to Boating Safety Advocates to create partnerships by engagement and outreach with local schools, organizations, nonprofits and other community groups to promote boating and water safety education. Develops strategies, workflows, best practices, and assessments to create and maintain collaborative relationships with boating public, boating clubs, boating equipment retailers, boating groups, underrepresented and underserved boaters. Tracks and coordinates engagement communications, activities, education and outreach events, and Boating Safety Advocate resource allocation.</li> </ul>
30 %		E	<ul style="list-style-type: none"> <li>Actively work with the Boating Safety Program team in developing and delivering focused, relevant, and effective messaging to recreational boaters, groups, and retailers of all types. This includes applying education principles, curriculum guides, innovative approaches, evaluation of methods while training Boating Safety Advocates to maintain program consistency. This position ensures Boating Safety Advocates are trained in delivering water safety education such as use of life jackets, pertinent safety equipment, risks associated with cold water, boating rules and regulations, and environmental stewardship principles.</li> </ul>
20 %		E	<ul style="list-style-type: none"> <li>The individual will travel to the designated Boating Safety Advocate’s region of operation to assist with engaging the public at schools, safety fairs and other community gatherings. This may include presenting boating safety education and outreach to groups or public events. Education materials and life jackets may be distributed at boat launch ramps, marina’s, events, retail stores, club meetings, and on-the-water by the individual.</li> </ul>
10 %		NE	<ul style="list-style-type: none"> <li>Person may operate boats when participating in education and outreach events.</li> </ul>
100 %			<b>TOTAL</b>

#### 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.

This position typically works on public waterways, shorelines, classrooms, community events, and office settings. The employee is also expected to meet with members of the public in other formal and informal settings. Flexible working hours are expected to best accommodate the needs of the boating public and events, meaning that some weekend work is expected. The employee must have a valid driver's license and personal means of transportation.

#### 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, Chapter 830; Oregon Administrative Rules, Chapter 250, Laws and rules relating to general state and federal government administrative practices; Marine Board publications; Program policies, guidelines and procedures; US Coast Guard laws and regulations governing boating on inland and coastal waters and commercial passenger carrying regulations; Generally accepted boating safety standards and practices; Marine Board Policies and Procedures.

b. How are these guidelines used?

Person will review, understand, and observe all regulations listed in ORS 830 and OAR 250 that are pertinent to their activity at any given time. Person may operate motorized or non-motorized boats when doing on-water education following all agency Boat Use Policy and Procedures. Person will always wear a life jacket when boating or when on docks or immediately adjacent to a waterway.

#### SECTION 6. WORK CONTACTS

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

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit

Who Contacted	How	Purpose	How Often?
General boating public, boating-related clubs, organizations, and private citizens.	In person, telephone, meetings and written correspondence	Provide information, resources, answer questions, and discuss boating safety education and outreach.	Daily
Local, state, and federal agencies.	In person, telephone, meetings and written correspondence	Provide information and discuss boating safety education and outreach.	Daily.
Media	In person, telephone, meetings and written correspondence	To discuss education and outreach, promote boating safety, discuss events.	As needed

**SECTION 7. POSITION RELATED DECISION MAKING**

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

This position works semi-independently to ensure education, outreach, and engagement activities, events, and field work are being adequately attended and supported by the Boating Safety Advocates. Works with Boating Safety Program Manager and other Boating Safety Program staff to ensure Boating Safety Advocate program goals and objectives are being met. Identifies and recommends opportunities and events to engage with the boating public while serving as liaison to agency staff, organizations, interested parties, agency partners, and customers.

**SECTION 8. REVIEW OF WORK**

Classification Title	Position Number	How	How Often	Purpose of Review
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Boating Safety Manager	00020019	Daily communication; monthly performance reviews and one-on-one informal updates.	Daily interaction and one-on-one informal updates.	To maintain high level of outreach and productivity.
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**SECTION 9. OVERSIGHT FUNCTIONS - THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0  
 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 type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**Additional skills, abilities and requirements:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires an Oregon-issued Boating Safety Education Card. Broad-based knowledge of boating safety and water safety; technical knowledge of boating safety equipment, experience with community outreach and familiarity with Microsoft Office Suite products.

**Budget Authority: If this position has authority to commit agency operating money, indicate the following:**

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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General agency budget		
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**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature                      \_\_\_\_\_  
Date