



# POSITION DESCRIPTION



**Agency:** Oregon Parks and Recreation Department

**Division:** Administrative Services

**Section:** Procurement

**Position Description Status:**  New  Revised

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

## SECTION 1. POSITION INFORMATION

<b>Employee Name</b>	_____	<b>Position Number</b>	4771035
<b>Supervisor Name</b>	Bill Beaty	<b>Agency Number</b>	63400
<b>Effective Date</b>	February 1, 2010	<b>Position Revision Date</b>	12/30/2021
<b>Classification Title</b>	Procurement and Contract Specialist 3		
<b>Classification Number</b>	C0438		
<b>Working Title</b>	Senior Contracts Coordinator		
<b>Work Location (Park)</b>	Salem		

- POSITION**     Permanent     Full-time     Limited Duration     Academic Year  
 Seasonal     Part-time     Intermittent     Job Share
- FLSA**     Exempt    **IF EXEMPT**     Executive    **ELIGIBLE FOR OVERTIME**     Yes  
 Non-Exempt     Professional     No  
 Administrative

## 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 the 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](http://www.oregon.gov/oprd) under *Budget & Facts*.

The Oregon Parks and Recreation Department Director has statutory procurement authority granted by the legislature to meet the business needs of the department. The Director meets these needs through the use of the Procurement and Contracts Division of the Administration Directorate. The Procurement and Contracts Division is responsible to ensure ethical business practices and the development and execution of legally sufficient and legally binding contracts and agreements.

To achieve a high level of customer service and quality work products, the Procurement and Contracts Division is committed to the training and education of its staff, department employees and customers to ensure statewide consistency.

**Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to...**

This position coordinates the completion of administrative tasks in the park office and provides procurement and contract support for the Park Manager and staff.

**SECTION 3. POSITION DUTIES**

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

**N** New                      **E** Essential Functions  
**R** Revised                **NE** Non-Essential Functions

% of  
**Time N/R \* Essential Functions**  
**DUTIES**

90	<p><b>Contracts Officer</b></p> <p><u>Process Procurements, Contracts and Agreements:</u>  Processes contracts and price agreements for Goods and Services, Architecture &amp; Engineering Services, and Public Improvements; Interagency/Intergovernmental agreements; and Sponsorship Agreements.  Primary tasks include:</p> <ul style="list-style-type: none"> <li>• Managing the procurement process from scope/specification development through solicitation process, if applicable, to award, negotiations, and contract administration.</li> <li>• Working with Agency staff to define scope, specifications and requirements, develop solicitation documents and award/evaluation criteria as appropriate, and develop contract/agreement documents including appropriate contract provisions.</li> <li>• Reviewing and analyzing agreements and contracts to ensure they contain appropriate terms and conditions and are in compliance with applicable state and federal rules, laws, regulations and policies.</li> <li>• Interpreting and applying laws, statutes, rules and policy to procurement and contracting processes.</li> <li>• Providing clarification to Agency staff, bidders, proposers, contractors and sponsors regarding solicitation process and requirements and contract/agreement terms and provisions.</li> <li>• Responding to solicitation and award protests.</li> <li>• Working with DOJ to ensure contract and agreement documents are legally sufficient.</li> </ul>
10	<p><u>Procurement Support:</u></p> <ul style="list-style-type: none"> <li>• Contributes to the development and update of OPRD contracting procedures, processes, forms and policies.</li> <li>• Provides procurement-related training for OPRD staff.</li> <li>• Participates in other duties and conducts special projects as assigned.</li> </ul>
100	<p><u>Ongoing</u>  Commitment to healthy and diverse work environment: Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons with dignity, and respect. Engage in effective team participation through willingness to assist and support co-workers, supervisors and other work-related stakeholders. Develop collaborative working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and identifying and resolving problems in a constructive manner. Demonstrate openness to constructive criticism and suggestions in an effort to strengthen work performance. Contribute intentionally to a positive, respectful and productive work atmosphere. Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace. Respect diversity of opinions, ideas and cultural differences. Support outreach and diversity-related efforts in order to diversify the workforce. Regular attendance is required to meet the demands of this job and to provide necessary services.</p>

## SECTION 4. WORKING CONDITIONS

**Based on position requirements, include the appropriate working conditions section form the selections below and add any working conditions unique to the position.**

### WORKING CONDITIONS – OFFICE POSITIONS

Work is primarily performed in an office setting or in remote/hybrid (telework) setting. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

Executive Branch Workplace: At times State offices or worksites may be closed to the public and public services shall be provided by phone and online during regular business hours. When a closure is not feasible, in-person interactions between staff and the public should be by appointment whenever possible. When public services require in-person interactions, physical distancing requirements must be maintained to the maximum extent possible. Wearing of appropriate masks may be required to support the safety and well-being of employees and/or the public.

Remote Work: State agencies may facilitate remote working and/or work-at-home by employees. When remote working options are not possible, physical distancing of at least 6 feet between people must be maintained to the extent possible.

## SECTION 5. GUIDELINES

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

Oregon Revised Statutes  
Attorney General Model Public Contract Rules  
Oregon Administrative Rules  
Oregon Accounting Manual  
OPRD Policies and Procedures  
OPRD Contracting and Procurement Guidelines

- b. How are these guidelines used?**

To explain to contractors, vendors, and OPRD staff appropriate state guidelines, technical and legal requirements of state procurement processes. To conduct legal and defensible solicitations and other procurement processes and to develop sound contracts and agreements for the Agency.

## SECTION 6. WORK CONTACTS

**Excluding co-workers**, list the people an employee in this position regularly contacts.

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Headquarters/Field Staff	Person/Phone	Technical Information/Assistance Law/Rule Interpretation	Daily
DAS State Services Division	Phone/Writing In Person	Information Exchange/Technical Information/Assistance	Ongoing
Department of Justice	Phone/Writing In Person	Information Exchange	Ongoing

Contractors/suppliers

Phone/Writing  
Person

Information/Technical Assistance  
Negotiations

Ongoing

## SECTION 7. POSITION-RELATED DECISION MAKING

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

Decisions regarding contract necessity and language to meet agency needs, ensuring compliance with state regulations, federal law, and legislative intent. Correct decisions maintain the integrity of the agency's contract process, help ensure continuation of appropriate funding, minimize legal liability, and support the agency goals and objectives. This position decides what type of solicitation and contracting process is appropriate for a particular situation; whether the proposed scope / statement of work will result in a sound, legally sufficient contract; whether funding is authorized; whether a sole source contract is justifiable, whether there is adequate competition; whether effective negotiations are occurring.

## SECTION 8. REVIEW OF WORK

### *Who reviews the work of the position?*

Contracts and Procurement Manager (Principle Exec. Mgr E, position 6220106) reviews work on an as needed basis. Reviews are to ensure understanding and compliance with policies and procedures and to provide assistance on sensitive or difficult issues.

## SECTION 9. OVERSIGHT FUNCTIONS

*a. How many employees are directly supervised by this position?* N/A

*How many employees are supervised through a subordinate supervisor?* N/A

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

- |  |   |
|--|---|
| <input type="checkbox"/> Plans 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 and signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** *Based on position requirements, include the appropriate special requirements below (delete any **NOT** required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.*

### **SPECIAL REQUIREMENTS – FIELD POSITIONS**

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards
- possess a valid driver's license at time of hire and throughout employment
- wear OPRD-supplied uniform and comply with appearance code when on duty
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

- obtain and maintain one or more of the following after appointment, as applicable or required to perform duties of the position:
  - First Aid/CPR Certification
  - Enforcement Officer Status
  - Commercial Drivers License
  - Playground Inspectors License
  - Pesticide Applicators License
  - Water Treatment and Distribution Certification
  - Wastewater Treatment and Collection Certification

## **SPECIAL REQUIREMENTS – OFFICE POSITIONS**

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment (if applicable)
- wear OPRD-supplied uniform and comply with appearance code when on duty
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

**The person in this position must have:**

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.
- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.

**In addition, some or all of the following skills may be required for specific positions:**

### Interpretation

- Skill in developing and delivering presentations and products within established resource interpretation programs.
- Skill in monitoring basic resource interpretation presentations of seasonal and volunteer employees.

### Visitor Services

- Skill in park rule enforcement as demonstrated by successful completion of OPRD Visitor Safety Academy, in-service and recertification trainings.
- Skill in resolving customer complaints related to overnight camping and park rule interpretation.

### Operation and Maintenance

- Skill in the safe use of tools, material and equipment associated with landscape, building, facility and utility system maintenance.
- Skill in performing basic plumbing, carpentry, painting, grounds keeping tasks.

### Resource Conservation

- Skill in practices relating to conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.
- Skill in practices relating to conservation, preservation, and protection of significant natural or scenic resources.