



Duty Statement

CURRENT PROPOSED STANDARD

Division	Classification	Position Number
Central Field	State Park Interpreter II	549-718-2827-001
District/HQ Section	Working Title	CBID
Santa Cruz District	State Park Interpreter II	R01
Sector/HQ Unit	Reporting Location	Incumbent
San Mateo Coast Sector	Ano Nuevo State Park	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		State Park Interpreter III
Position Description		
<p>Under the direction of the State Park Interpreter III, the State Park Interpreter II is responsible for overseeing the interpretive operations on the North Coast of the district including Wilder Ranch, Ano Nuevo SP, Pigeon Point Light House, Rancho Del Oso, Halfmoon Bay and the summer campground interpretive operations at Butano Redwoods SP. This position is the lead for permanent and seasonal interpreters. This position oversees interpretive budgets for this sector of the district, schedules employees and supports in the hiring and selection process. This position works technical interpretive projects including planning an interpretive program for Quiroste Valley, working on interpretive exhibits and signage and collaborating with partners. Interpreters are required to wear the state park uniform while on duty and adhere to all guidelines in the uniform handbook for this classification. The reporting location is the Wilder Ranch State Park offices with satellite offices in other north coast park units.</p> <p>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.</p>		
Essential Functions		
Percentage	Task	
40%	<p><u>Administration and Leadership</u> The positions is responsible for leadership and administrative tasks involved with leading and mentoring large-scale interpretive operations. Duties include leading the work of others, maintaining records, websites, social media oversight, program files and maintaining professional communications with colleagues, volunteers, partners and the public. Provides direction, support and scheduling for park interpretive staff. Assist with the planning and development of park interpretive projects as assigned including panels, exhibits, brochures, interpretive structures and visitor centers. Manage the interpretive budget for North coastal parks and prepares funding requests for interpretive projects, operation, supplies and volunteer program needs. Maintain program records and reports including CAMP and MCI reports. Maintain documentation and care of interpretive, documentary materials and museum collections according to DOM standards.</p>	
30%	<p><u>Interpretive Projects and new Programming</u> This position oversees and coordinates complexed interpretive projects and programs. These include the development of new interpretive programming such as creating interpretive opportunities in Quiroste Valley and working with tribal partners in conjunction with our tribal liaison, working on long-term projects such as exhibits and panels, the development of a sustainable farming program at Wilder Ranch. As a lead interpreter, this position may assign specific tasks to other interpreters to complete these projects and programs.</p>	
20%	<p><u>Interpretation and Public Contact</u> Provide training and leadership on research, development and conducting interpretive programs and preparing interpretive media. Ensure excellence in interpretive program delivery among staff and volunteers by overseeing a RAPPORT evaluation program and high quality interpretive training. Provide training and tools for staff and volunteers to assist them in all interpretive endeavors.</p>	
5%	<p><u>Facility Maintenance</u> Ensure that all north coast interpretive facilities are clean and comfortable and continually have current applicable educational materials available to staff and docents. Maintain clean and orderly offices, visitor centers and exhibits. Coordinate and maintain audiovisual equipment including computers, laptops, sound system equipment and interpretive libraries. Facilitates coordination of a variety of interpretive facilities projects. Ensures projects are entered in PID and inititates the PEF process as appropriate.</p>	
Marginal Functions		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	

Typical Working Conditions		
N/A		
Special Requirements		
This position requires a California Class "C" driver's license.		
<i>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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
Supervisor Statement		
<i>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 a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Employee Statement		
<i>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.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date