



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Staff Park and Recreation Specialist	549-673-1088-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Supervisor	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	Railtown 1897 State Historic Park, Jamestown, Ca	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing may be Required		Supervisor, Cultural Resources Program
POSITION DESCRIPTION		
<p>Under the direction of the Supervisor, Cultural Resources Program, the Staff Park and Recreation Specialist is responsible for all operations of Railtown 1897 State Historic Park. The position will directly supervise permanent and seasonal staff and volunteers and is responsible for ensuring efficient, effective and comprehensive visitor services operations while providing interpretation, resource protection/management, and facility maintenance.</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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>PARK OPERATIONS Plans, organizes, implements, directs, reviews, and controls activities contributing to overall park, District, and Department objectives. Works closely with the nonprofit cooperating association California State Railroad Museum Foundation as the CAL, as well as other interest groups. Actively participates in inter-agency, intra-agency, public and partnership meetings as required. Manages the use of historic and recreation facilities and develops interpretive and recreation programs which meet the needs of state parks system visitors. Works closely with District staff to ensure all cultural, natural and recreational resources are adequately and appropriately protected. Reviews and evaluates plans and ensures all activities are consistent with departmental guidelines. Maintains compliance with the Federal Railroad Administration requirements and keeps current with other railroad related programs. Works with Public Safety Superintendent on public safety issues. Manages and organizes special events. Maintains Volunteers in Parks Program (VIPP).</p>	
35%	<p>SUPERVISION Supervises a team of permanent and seasonal staff responsible for the safe and efficient visitor services, facilities, interpretation, and cultural resources function within assigned park units. Plans and conducts staff meetings. Plans, directs, and organizes workload. Oversees the implementation of visitor services and facilities related projects ensuring compliance with relevant laws, policies, and control agency requirements. Ensures staff maintain and enforce all applicable laws, rules, and regulations. Assesses and implements staff training needs in support of visitor operations. Promptly identifies, addresses, and resolves employee behavior and/or performance issues. Reviews and makes decisions on employee leave and scheduling issues within applicable laws, policies, and bargaining unit agreements. Recruits, interviews, and hires staff as needed.</p>	
25%	<p>ADMINISTRATION Prepares and presents seasonal employee orientation and maintains required staff training. Prepares monthly time worked and absence reports and works with Personnel and Accounting when necessary. Prepares and reviews correspondence. Assists in developing and administering the annual operating budget, seasonal budget, grant funds and other special project funds – both State and nonprofit – which</p>	



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	may become available for projects, programs, or activities. Monitors budget allocations and expenditures, and ensures that all rules, regulations and departmental policies are followed. Tracks and reports on visitor attendance, accountable documents, and other park statistics. Creates and presents detailed reports as necessary.	
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		
N/A		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C Driver's License		
<p>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.</p>		
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