



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Coastal Fields	Senior Park Aide (Seasonal)	549-741-1035-901		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
San Luis Obispo Coast	Senior Park Aide	E		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Morro Bay State Park	Morro Bay Museum of Natural History			
STATE HOUSING	IMMEDIATE SUPERVISOR			
Housing not available	State Park Interpreter III			
SENSITIVE POSITION DESIGNATION (Check if applicable)				
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961				
POSITION DESCRIPTION				
<p>Under direction of the State Park Interpreter III and the general direction of the State Park Interpreter I, this position is responsible for the operational and visitor services needs of the Morro Bay Museum of Natural History and Spooner Ranch House, this position will assist with interpretive programming, R2S2 support, provide customer service, occasional cleanup work in a State Park facility, provide visitor services and do other related work. The reporting location for this position is the Morro Bay Museum of Natural History, Morro Bay, other work locations include</p> <p>Montana de Oro State Park for additional duties as needed</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			
40%	VISITOR CENTER OPERATIONS: Responsible for meeting and greeting the public while maintaining a positive customer service approach, disseminate information about the rules and regulations to park visitors in person or by telephone, operates motor vehicles to conduct facility checks at the Spooner Ranch House, successfully handles routine questions from the public and minor visitor complaints, promotes self-guided programs such as Agents of Discovery, Litter Getter, and the Museum Activity Book, effectively communicates with other park staff, creates and maintains a positive working environment, handles visitor requests related to Morro Bay Museum of Natural History event calendar, assist State Park Interpreter I with educational walks, school tours, campfire, and JR Ranger programs			
30%	ADMINISTRATIVE DUTIES: Leads R2S2 software to collect museum admission provides basic maintenance, and training of the museum admission system, and resolves technical issues in admission system with R2S2 help desk, monitor and keep supplies of forms, office supplies, and register paper on hand, schedule Park Aide staff according to operational need, assists State Park Interpreter I in creating training materials and handbooks to standardize museum procedures, orders and replenishes visitor activity guides and printed materials through DARC			
15%	FEE COLLECTION: Performs accounting documents for fees collected and operating funds for the Morro Bay Museum of Natural History, including accurate accounting of the change funds and daily receipts, makes correct change for customers, prepares accurate records of daily transaction activities, maintain various accountable documents, and operates a computer cash register			

10%	EQUIPMENT AND MAINTENANCE: Assist with general workplace housekeeping to provide for a safe, healthy, and professional environment Assist maintenance with daily upkeep of museum items such as taxidermy animals, hands on exhibits, and displays located in the Morro Bay Museum of Natural History assists State Park Interpreter I with exhibits and the use of audio-visual equipment, such as projectors, computer, and tablets	
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		
Varying times of the day including weekends, mornings, evenings, and holidays Work environment may have exposure to dirt, dust, fumes, and unpleasant odors Standing for prolonged periods of time. Ability to lift up to 50 pounds		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
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.		
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