



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

## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Park Aide (Seasonal)	549-717-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz	Farm Animal Program Assistant	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Pajaro Coast	Wilder Ranch State Park	None
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		State Park Interpreter III
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
Under direction from the state park interpreter I and farm animal program coordinator, the farm animal program assistant aids in the husbandry of the farm animals of Wilder Ranch; feeds the animals meals when volunteers or coordinator are unavailable; assists in aspects of routine animal healthcare such as de-worming, monthly hoof trimming and vaccination, assists in administering medications (injections, topical, or oral) to farm animals when needed; assists in maintaining a clean and safe work environment for all animals; assists in record keeping for the animals; assists in training new farm animal program volunteers in animal care and safety; assists when needed with farm animal demos during field trips.		
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%	<b>Routine Animal Care</b> Assist the farm animal program coordinator with daily animal feedings, semi-weekly cleaning of enclosures for chickens, goats, sheep and cats, administering regular medications, vaccinations and hoof-trimmings to maintain animal health, observing animals for signs of illness or injuries, communicating with the maintenance team about needed repairs to animal enclosures.	
30%	<b>Record Keeping</b> Assist the farm animal program coordinator in maintaining accurate health records on all animals and tracking feed inventory and purchasing more when necessary.	
20%	<b>Farm Animal Demonstrations</b> Assist interpretive staff during field trip programs by doing farm animal demonstrations such as feeding the cows and ensuring children's safety by monitoring "Meet the Goats" station in the goat pen.	
5%	<b>Volunteer Training Assistance</b> Assist the farm animal program coordinator and interpreter by demonstrating proper animal handling, feeding and safety procedures for new volunteers.	
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**

This position works in both field and office environments as determined by programmatic need. Field work environment may create exposure to unusual elements, such as extreme weather temperatures and conditions, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. Works closely with farm animals in a range of sizes.

Applicants should be:

comfortable with handling cows, goats, sheep, chickens and cats

able to stand and walk for extended periods of time

able to work in a range of climatic environments/uneven terrain, including historic farm buildings and muddy pastures

able to lift up to 50 lbs.

**TELEWORK DESIGNATION:**

This position is designated as NOT Telework Eligible.

**SPECIAL REQUIREMENTS:**

Possession of a valid class C driver's license is required.

This is a uniformed position, and employees shall conform to all uniform and grooming guidelines.

Willingness to work weekends and holidays is essential to this position.

**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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>Rhiannon Sims</b>		

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>