



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)	549-724-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Park Aide (Visitor Services)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Gavilan Sector	San Juan Bautista- State Historic Park Plaza Hotel	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Parks Peace Officer Supervisor (Ranger)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the State Parks Peace Officer Supervisor (Ranger) and may receive direction from the State Park Peace Officer (Ranger), this position duties include daily operations of the park's entrance station, open and close park facilities including museum buildings, and provide information about the park to visitors. The Park Aide is responsible for campground registration, fee collection, accountability, attendance documentation, reservation registration, telephones, housekeeping and chores. Due to varying visitor attendance throughout the year, the job requires the applicant to work weekends and holidays. Extreme heat and cold weather are a condition of working this semi-outdoor position. Use of state vehicles is required. The Senior Park Aide reporting location is at San Juan Bautista Historic Park, 19 Franklin Street, San Juan Bautista, CA 95045.		
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%	CONTACT STATION / HISTORICAL BUILDING OPERATION AND PUBLIC INFORMATION: Operates the entrance station and or historical building, sells park use tickets and passes, computes and collects fees while accurately accounts for those fees. Operates computers, printers, calculators and other office equipment. Provides information and directions to the visiting public, explains park rules and regulations, reports violations or potential problems to the appropriate authority, and assists visitors through effective communication skills. Provide the public with excellent customer service. Accept complaints and suggestions from visitors and forward to appropriate unit staff. At end of shift, prepares the accountability report and deposit of park fees. Account for supplies and equipment used during shift, requests additional supplies when supplies are in need.	
35%	INTERPRETATIVE AND EDUCATIONAL PROGRAMS: Assists with conducting interpretive programs, including school tours and demonstrations, public guided tours and hikes, virtual programs and other educational public and K-12 programs, assists with operating electronic equipment in conducting digital interpretation, assists with conducting formal and informal interpretive talks in a variety of settings including in the park, off-site outreach, and special events, assists with scheduling and presentations of interpretive training for park volunteers, promotes positive relationships with park staff, volunteers, and the public, occasional travel may be required to assist in providing interpretive programs off-site	

10%	FIELD/SPECIAL PROJECTS ASSIGNMENTS Based on staffing levels, visitation and needs, field assignments may be made where there is an expectation to work independently and/or with other staff and volunteers on short-term projects.	
10%	FACILITY HOUSEKEEPING Performs periodic cleanliness checks of entrance station and historical buildings. Housekeeping includes litter pickup, sweeping, vacuuming, mopping, and emptying trash cans. Also, cleaning of sinks, toilets, windows, walls and counters.	
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		
Work involves moderate exposure to the elements, such as extreme temperatures, dust, dirt, smoke, fumes, unpleasant odors, and/or loud noises. Outdoor work is common. Typical work activities involve lifting up to 35 pounds and frequent and prolonged periods of sitting, standing, and walking.		
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