



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Senior Park Aide (Seasonal)	549-681-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Sector Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Senior Park & Recreation Specialist
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 direction of the Senior Park & Recreation Specialist (Sector Manager), the incumbent for this position is responsible for general visitor services work which requires knowledge of the department and district. Must follow directions, apply laws, rules and regulations, follow procedures and policies. Work with the general public and co-workers either in person, phone and via email. Reporting location will be the Altamont Sector Office at 18595 Corral Hollow Rd Tracy CA. Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the Off Highway Vehicle (OHV) Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met.		
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%	PUBLIC ASSISTANCE Provides information to the public by phone or in person about the State Parks, local activities, events and recreation opportunities requiring thorough knowledge of the departments and district's policies, rules and regulations regarding appropriate park uses. Create reports as needed, including revenue and attendance for the sector. Use computer software programs (Fi\$CAL, SharePoint, Microsoft Office Suite) to complete paperwork. Assist with invoice processing for fueling state vehicles in Wex system. Assist supervisors with interviews by reserving office space for the interviews, greeting candidates and checking them in. Monitor office supplies, and coordinates orders with the Management Services Technician. Gather and receive information for the purposes of making visitor reports or schedules ensuring adequate shift coverage; follow up on routine data gathering; send appropriate forms and documents to park visitors and volunteers when requested; effectively communicate with supervisors, other park staff, volunteers and park visitors; explain park policies, rules and regulations to the visiting public. Assist supervisors with assignments; prepare records, reports, and other correspondence related to Kiosk operations as required.	
30%	CUSTOMER SERVICE Provide information to the public by phone or in person in an expedient, professional and competent manner about recreational opportunities, park events, conditions, and closures, and general area information requiring thorough knowledge of the department's and district's policies, rules and regulations regarding appropriate park uses. Assist visitors with scheduling ATV or dirt	

10%	FACILITY HOUSEKEEPING Provide daily housekeeping of the Sector Office. Duties include vacuuming, emptying the trash, cleaning the restrooms and kitchen area. Assures that the work areas are clean and free of clutter and/or hazards.	
10%	EQUIPMENT MANAGEMENT Assist the Sector Supervisors in collecting and organizing all equipment records such as monthly inspections and enters monthly usage for equipment not tracked in Telematics.	
10%	ADMINISTRATION Completes paperwork and other functions including the upkeep of equipment to meet operational needs timely and efficiently. Assist sector Management Services Technician with arrangements for maintenance and repair of office equipment, including copiers at the sector office, ranger station/kiosk, and maintenance shop. Completes monthly timesheets in a correct and timely manner. Completes other tasks assigned by supervisor.	
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 environment is an office setting, using computer, telephone, and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Must meet deadlines within short time frames. Must be flexible in tasks.		
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