



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Interpreter III	549-720-2828-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey Distirct	State Park Interpreter III	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey District	Monterey District Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		District Superintendent II
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 the direction of the District Superintendent, the State Park Interpreter III provides leadership for all District interpretive services and supervision and management of staff and volunteers engaged in interpretation and education. The reporting location for this position is the Monterey District office located at 2211 Garden Road, Monterey CA 93940. This position will participate in the interpretive planning and visioning for the District and the Department. The Interpreter III will provide leadership and inspire staff to implement and deliver high quality interpretive programs. Advise staff on interpretive policy; foster and coordinate interpretive activites; and enhance public, community, and allied agency understanding of the significance and value of California State Parks.</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%	Management and Supervision Serve as the District Interpretive Coordinator and attends the yearly District Interpretive Coordinators (DIC) training. Manage the planning, organizing, training, researching, directing and evaluating of District's interpretive programs and services to enhance the overall visitor experience. Develop interpretive publications and materials and review interpretive materials using the Monterey District Publication form. Review interpretive signage using the Monterey District Production form. Ensure that publications and interpretive signage are reviewed by the Accessibility Unit at Headquarters. Supervise, train, monitor, and evaluate the performance of permanent and seasonal interpretive positions. Manage the hiring of interpretive personnel. Supervise district-wide interpretive evaluation program. Uphold the Department's Equal Employment Opportunity Policy and the supervisor's role in the program and processes available to meet those objectives to achieve equal employment opportunities in hiring, training, and promotion free of discrimination and harassment.	
20%	Administration Plan, research, and develop interpretive projects for the District. Assist the District Superintendent and Administrative Chief in developing and administering the annual operating budget, seasonal budget, grant funds, and other special funds available for interpretive projects, programs and/or activities. Manage the District's inventory of interpretive supplies, tools and equipment used within the interpretive programs. Monitor budget allocations and expenditures and ensure that all rules, regulations and departmental policies are followed. Comment on projects or PEF's which may impact the interpretive programs. Attend management and core staff	

	meetings. Lead the Interpretive Service Team (ISTM) quarterly meetings. Ensure that interpretive services are relevant to the cultural diversity in California and inclusion of non-traditional park users. Ensure that all education programs are aligned with educational content standards. Ensure that all programs and projects meet California State Accessibility Standards and Public Resource Code 5024 to protect natural and cultural resources. Keep appropriate staff informed of all interpretive and volunteer programming, scheduling, evaluating, and other issues. Oversee the collecting and inputting into MAXIMO/CAMP interpretive data for all sectors. Distribute the Junior Ranger and Litter Getter supplies. Maintain and prepare necessary records and reports. Work independently in completing tasks and assignments
20%	District Volunteer Coordination/District Cooperating Association Coordinator Serve as the District Volunteer Manager. Work with unit Volunteer Coordinators for the various units. Send information about potential volunteers to the Volunteer Coordinators. Ensure that volunteer docents are supervised, trained, and evaluated by assigned program volunteer coordinators. Serve as an advisor and provide support to park unit Cooperating Association Liaisons. Work with the Partnership Office to ensure that contracts and annual reports are completed.
10%	Public Contact Work with the District Superintendent to send press releases and press requests. Manage the District's social media accounts and assist the field staff with social media pages and posts.
10%	Community Outreach Coordinate with schools, agencies, and institutions to allow maximum exchange of information and public opportunities. Represent the Monterey District on the Monterey Bay Environmental Educators (MBEE) group and the Monterey Bay Marine Protected Area Collaborative. Serve as a District Recruiter to recruit for the state-wide program and local needs.
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	
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