



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Aide (Seasonal)	549-650-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Park Aide – Historic Site	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cascade Sector	Shasta State Historic Park	
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>State Park Interpreter III, the Interpretation Park Aide has primary responsibility for the following duties: greets visitors, answering questions regarding the history and places to visit at the park, provides orientation and tours for school groups, collects fees, and sells gift shop items. Works on special projects such as data entry of museum collection information, filing, clerical tasks, and volunteer management. Provides tours of museums and other park features. Opens and closes the Courthouse Museum, Litsch Store, Barn, Leo Park Store. Arms and disarms the alarm system. Provides information to the public about the park, compiles statistical data as directed</p> <p>The reporting location for this position is Shasta State Historic Park located at 20022 Castle Creek Rd, Castella, CA 96017 and may be required to work at other locations in the Sector as needed. The normal work hours are 8-hour shifts occurring between the hours of 8:00 am to 10:00 pm, up to five days per week including weekends, holidays and during special events; assigned days off may vary from month to month. This position is required to wear a uniform. This is an Actual Time Worked (ATW) position working for a maximum of 1500 hours or 189 days in a 12-month period.</p> <p>The Cascade Sector spans across 3 counties and is comprised of 5 park units including: Weaverville Joss House, Shasta State Historical Park, Castle Crags, Ahjumawi Lave Springs and Burney Falls.</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	
30%	Visitor Center Operation Opens, operates and closes the facility in accordance with set operating hours. This includes the Courthouse Museum, Litsch Store, Barn, Leo Store, Arms and disarms the alarm system. Greets the public, provides visitor information, and answers phone inquiries. Sells gift shop items, park passes, tour passes, collects fees, makes correct change. Raise and lower flags daily.	
30%	Interpretation and Public Information Provides the public with general information including but not limited to historical significance, relevance, and importance of preserving natural resources. Provides tours of museum exhibits and other park features. Assists with organization, promotion and presentation of special events, school programs and tours. Assists with the development and installation of exhibits. This position may be called on to support special events at other units within the district. Assists and provides accurate information and directions to the public; explains and relays park rules and regulations to the public.	

15%	Cash Handling and Accountability Accurately accounts for all fees collected, at end of shift, prepares the accountability report and deposit of park fees, transmits accountability information via park's accountability program, including computer, accounts for supplies and equipment used in the entrance station operation, orders supplies as needed. Assist in bank deposits and prepare report of collections as assigned. Works on special projects such as data entry of museum collection information, filing, clerical tasks, and volunteer management.
10%	Housekeeping and Maintenance Performs housekeeping includes interior and exterior of the entrance, and surrounding area clean, and clear of litter and debris. Includes sweeping, mopping, vacuuming, emptying trash cans, cleaning of sinks, windows, walls and counters, basic cleaning of office equipment, watering of flowers shrubs and grass as needed. Under direction, assists in artifact maintenance and housekeeping for museum objects on display and in storage. Assists staff as directed with artifact inventory, cataloging, and record keeping.
10%	Workplace Safety Attends and participates in tailgate safety meetings. Wears appropriate personal protective equipment and safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and / or immediately contacts a supervisor to correct any problem posing a hazard to visitors or employees. Attends and participates in specific on-the-job training and training courses required for the job.
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	
<p>Indoor work within museums, historical sites, visitor centers, office spaces and other institutions with varying temperature control is common. The incumbent must be able to speak in front of and lead groups in a varying range of environmental conditions that may at times require the ability to walk or traverse even and uneven terrain for extended and prolonged periods of time, including climbing stairs or inclines. Less often, outdoor work with moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather may be required. Incumbent's duties will include use of a personal computer, various software applications, various databases, and other business equipment as necessary. Incumbent may sit in a normal seated position or operate a keyboard for extended periods of time on an intermittent basis.</p> <p>Typical work activities involve frequent and prolonged periods of standing and walking. The position requires occasional physical work; heavy lifting, pushing or pulling of objects up to 25 pounds. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. Requires the use of safety equipment as necessary.</p> <p>The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.</p>	
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