



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Cultural Resources Division	Park Interpretive Specialist (seasonal)	549-840-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Cultural Resources Division	Curatorial Assistant	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Statewide Museum Collections Center	Statewide Museum Collections Center	vacant
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Museum Curator II

### 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 Museum Curator II, the Park Interpretive Specialist (seasonal) serves as a curatorial assistant, caring for museum collections. The position reports to the Statewide Museum Collection Center (SMCC), located at 4940 Lang Avenue, McClellan Business Park. The work week for this position is Monday through Friday. Occasional weekend or evening hour assignments may be scheduled. Not to exceed 1500 hours in a calendar year. Essential Functions: Assist with program of caring for and preserving museum object at the Statewide Museum Collection Centers. Duties include unpacking, inventory assessment, handling, cleaning, cataloguing, object photography, moving, and rehousing of museum objects. 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.

**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>PRESERVATION:</b> Participate in projects to inventory and rehouse items from the State Parks Collection, stored under warehouse conditions. Working under direction, in a team, the Park Interpretive Specialist will unpack, assess, inventory, catalogue, photograph, rehouse, and store artifacts. Learn to use Parks' collection database "The Museum System," create storage mounts, and photograph museum artifacts. Assist with preservation cleaning, environmental monitoring tasks, and pest management monitoring tasks.
35%	<b>RECORD KEEPING:</b> Maintain records detailing preservation work performed daily. Catalog museum objects in the artifact record system, create condition reports, and maintain records on object photography, environmental monitoring, and the Integrated Pest Management program.
15%	<b>EQUIPMENT AND FACILITY MAINTENANCE:</b> Organize and maintain storage of program-related equipment and supplies. Maintain and clean specialized tools such as vacuum cleaners, dusting brushes, cloths, filters, ladders, etc. Make requests for purchases as needed. Recognize and report safety hazards, damage to facilities, museum furnishings, and collection items to Museum Curator II.

5%	<b>ADMINISTRATIVE:</b> Will attend staff meetings and training opportunities as they occur. Accurately maintain daily reports as needed.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
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.	
<b>TYPICAL WORKING CONDITIONS</b>		
Typical warehouse and office working conditions. This position will require lifting of at least 35 pounds, loading, unloading, and handling various materials and supplies. Materials may be dusty or dirty.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b> 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>EMPLOYEE STATEMENT:</b> 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>