



State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-657-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River Sector	Sonoma Coast State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		State Park Peace Officer Supervisor
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>Under the direction of the State Park Peace Officer Supervisor and reporting to Sonoma Coast State Park, on a seasonal or temporary basis, the Senior Park Aid (Seasonal) leads lower-level seasonal employees in performing routine public contact and occasional cleanup work in a State Park Facility and oversees performing responsible public contact work and providing visitor services to park visitors. The Senior Park Aide (Seasonal) leads seasonal Park Aides in kiosk operation prepares routine reports and accounting documents for fees collected; checks park facilities and reports problems; handles minor visitor complaints; explains park policies and regulations to the visiting public; answers routine questions from the public; coordinates occasional housekeeping activities; may give instruction in the safe and proper use of housekeeping supplies; inspects completed work for quality control and conformance to established standards; trains lower-level seasonal employees; and assists in interpretation as necessary. The Senior Park Aide (Seasonal) performs routine visitor information fee collection and is expected to perform these duties independently with periodic follow-up. All duties shall be performed in a safe manner in compliance with Departmental policies and the district Injury and Illness Prevention Program.</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%	<b>CONTACT STATION – KIOSK OR RANGER STATION</b> Greet the public and answers questions about camping, day use, points of interest, activities, and park rules and regulations at the park entrance station or visitor center. Collects fees, registers campers, and performs camp checks and field collection. Will sell maps, passes, brochures, and other interpretive and educational materials. Maintains balanced cash drawer and properly accounts for all sales. Uses a computer to download and print camping reservations. Answers telephone calls in a professional manner. Counts and records visitor attendance. Reconciles funds, completes related paperwork, and processes at the end of each shift. Assists Park Aide staff in kiosks during peak hours; however, does not process register close outs or accountability sheets if also compiling a deposit for the same close out. Provides information and directions to park visitors. Answers phone, returns phone messages, ensures that the entrance station is kept neat, clean, and stocked with necessary supplies, assists park aids with entrance station duties as needed.	
25%	<b>ADMINISTRATION</b>	

	Performs routine administration duties as needed to include, but limited to, assisting Rangers with completing office supply orders as needed, processes reservations, cancellations, refunds. Maintains annual pass binder, maintaining supply of passes, restocking and ordering as needed. Assists in managing the environmental campgrounds binder. Completes monthly visitor attendance reports. Assists in retention of documents and coordinating storage of previous years boxes and these years. Orders required forms and the operation of park services through the DARC warehouse as needed. Sorts, bundles, and files DPR 453s and DPR 302s bimonthly. Prints and laminates approved signs for Kiosks and place them in said Kiosks. Files, stores, and maintains Juvenile permission slips, following respective State policies on juvenile camping.	
<b>20%</b>	<b>ACCOUNTING</b> Compiles deposits from kiosks, ranger stations, and iron rangers. Enters information into the Fiscal Tracking System for electronic reporting of collections. Manages the change fund for each kiosk. Updates the beach wheelchair sign out sheets, collects old sheets for storage and shreds sign out sheets older than 5 years. Coordinates ordering firewood through the Stewards of the Coast and Redwoods liaison.	
<b>15%</b>	<b>TRAINING AND SCHEDULING</b> Provides training and orientation for new Park Aides and camp hosts. Completes Park Aide scheduling once per month. Assists with park aide interviews and hiring as needed.	
<b>5%</b>	<b>EQUIPMENT MAINTENANCE</b> Performs vehicle inspections on park aide vehicles, collects and totals vehicle mileage logs for each month, in charge of maintaining parks equipment in the daily usage of park aide duties in Kiosks and Ranger Stations.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	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>		
Willingness to work shifts including weekends, holidays, and special events on a regular basis. 8-hour shifts starting anytime between 9AM and Noon.		
<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. Willingness to work at various locations throughout the district, on weekends and holidays, at odd or irregular hours, and occasionally under adverse weather conditions. Must conform to departmental uniform requirements.		
<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>

**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