



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Senior Park Aide (Seasonal)	549-696-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Gold Fields	Senior Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Folsom Sector	Folsom Lake State Recreation Area	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing not available		Supervising State Park Ranger
<b>SENSITIVE POSITION DESIGNATION (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general supervision of the State Park Peace Officer Supervisor, this position is responsible for general visitor services associated with the Folsom Lake State Recreational Area.</p> <p>The reporting location for this position is Folsom Lake State Recreation Area, Gold Fields District. The Senior Park Aide works under the direction of a Supervising Ranger; assists with the oversight of the Visitor Service Program, and reports to the Supervising Ranger regarding daily operation. The Senior Park Aide will be responsible for the oversight of daily logistical operation including, but not limited to: early opener, entrance station operation, delivering supplies to various kiosks and entrance stations, trouble-shooting electronic equipment, scheduling, and basic leadership qualities.</p> <p>The Senior Park Aide is a seasonal employee hired to work during the busy months of the year. The Senior Park Aide will perform duties dressed in a full State Park Uniform and operate a state vehicle. The uniform will be purchased by the Senior Park Aide and will be clean and unwrinkled at the start of each shift.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<b>PUBLIC ASSISTANCE</b> Under supervision by a Supervising Ranger, the Senior Park Aide provides assistance to visitor services operation for park units of the Gold Fields District; duties include gathering and receiving information for the purposes of making reports; following up on routine data gathering; sending appropriate forms and documents to park aides and or park visitors when requested; effectively communicating with supervisors, other park staff and park visitors; explaining park policies, rules and regulations to the visiting public. <b>All public contacts will be courteous, impartial, and articulate.</b>	
<b>20%</b>	<b>REVENUE COLLECTION AND SALES</b> The Senior Park Aide is responsible for fee collection through the selling of tickets, annual	

	passes, maps and other items, and for properly accounting for these sales. Other duties include preparing official reports including collection reports, visitor attendance reports and bank deposits; also ensuring there is an adequate supply of tickets, passes and other documents and report forms at the work location.
<b>10%</b>	<b>REVENUE COLLECTION</b> The Senior Park Aide will assist with boat parking and day use closures, during busy weekends and holidays. Park Aides may be used for traffic control and closures, during special events
<b>10%</b>	<b>CUSTOMER SERVICE</b> The Senior Park Aide will perform routine public contact work including activities such as answering questions from the public, answering telephones, explaining rules and regulations, referring problems.
<b>10%</b>	<b>TRAFFIC CONTROL</b> The Senior Park Aide will assist with day-use park closures and traffic control in order to ensure the smooth operation of the park. The Senior Park Aide may also assist with opening and securing park unit gates.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	<b>MAINTENANCE AND HOUSEKEEPING</b> The Senior Park Aide is responsible for maintaining neat, clean and safe work areas, including restrooms, office areas and entrance stations, etc. Housekeeping duties, refuse disposal and litter pick up will be performed as needed and requested.
<b>5%</b>	<b>ADMINISTRATION</b> The Senior Park Aide is responsible for completing and submitting all reports and employee forms (such as employee timesheet, etc.) in a timely manner; reports are to be completed accurately, neatly and thoroughly. The Senior Park Aide is also responsible for completing all necessary paperwork related to entrance station operations and fee collection. The Senior Park Aide may be asked to complete additional forms such as vehicle inspections, mileage logs, etc. The Senior Park Aide may participate in agency provided training that specifically relates to assigned duties.
<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>	
The incumbent will work primarily outdoors and may be exposed to extreme weather conditions (extreme highs and lows).	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as NOT Telework Eligible.	
<b>SPECIAL REQUIREMENTS:</b>	
None	

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.

<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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>