



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	State Park Interpreter II	549-936-2827-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Historic Interpreter II	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Historic Sector	Old Town State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is 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>Under the direction of the State Park Interpreter III, the State Park Interpreter II is the lead person for Interpretive staff including Interpreter I's, Park Aides, Park Interpretive Specialists, and Volunteers, and works closely with public safety, cultural resources, facilities, and concessions teams. The State Park Interpreter II does the more difficult work in planning, developing, coordinating, and implementing interpretive programming for the Historic Sector of the San Diego Coast District. Interpretive programs range in product and audience, including school and public programs, special events, and daily museum operations. The Interpreter II serves as the lead for interpretive staff in the Historic Sector. The reporting location for this position is Old Town San Diego State Historic Park.</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%	INTERPRETIVE PROJECT MANAGEMENT Plans, develops, implements, and evaluates major and minor interpretive projects. Works closely with park and partners to develop high quality digital media, social media, and exhibits that comply and incorporate accessibility standards, best interpretation practices, and California State Parks policies. Coordinates and schedules project related meetings, identifies unified interpretive standards, develops project scopes and budgets, manages contracts and contributes to grant writing. Plans and coordinates major and minor special events in coordination with park partners and tribes. Provides interpretive staff with direction and assistance in the planning and coordination of events. With direction from the District Interpreter III, develops and submits Annual Interpretive Program Plans for Historic Sector Parks.	
25%	LEADERSHIP Leads permanent and seasonal interpretive staff at Old Town San Diego and San Pasqual State Historic Park with the goal of fostering a motivated team that focuses on improving each visitor's experience. Maintains and regularly communicates expectations of staff, including a plan for success for each employee. Communicates these expectations by various methods including one on one meetings, emails, bulletin board postings, video messages, and team meetings. Documents staff performance especially when it exceeds expectations or falls below acceptable standards. With the State Park Interpreter III's oversight, provides regular evaluations of all interpretive staff. Represents CA State Parks with partners and allied groups and agencies involved in public education, interpretation, and museum management. Serves as the Cooperating Association Liaison (CAL) to the parks Cooperating Associations.	

20%	ADMINISTRATION Assists with gathering and entering interpretive and education data into the department's database (CICADA). Compiles information and prepares reports and other interpretive material such as annual VIPP report and K-12 Access Report. Maintains interpretive evaluation files, training and records associated with interpretive work. Assists with cost estimates for program development for annual budget. Works as part of the interpretive team in the San Diego Coast District, participating in training, workshops, and district-wide projects. Maintains historic sector-related webpages, overseeing content accuracy, accessibility, and compliance measures.	
15%	INTERPRETIVE TRAINING Plans, develops, and presents training for Museum staff and volunteers, with emphasis on interpretive theory and use of various interpretive methods and techniques. Provides ongoing coaching, modeling, and mentoring in these areas. Schedules guest speakers, provides training classes in specialized interpretive areas, including historic room interpretation, living history, and history of the two State Historic Parks in the sector.	
5%	FACILITY MAINTENANCE & HOUSEKEEPING Leads interpretive team in maintaining a tidy and clean work location including staff break areas. Recognizes facility deficiencies and either repairs them or submits a work order. Recognizes hazards and takes immediate action to render them safe.	
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		
Working outside in the sun and in inclement weather. May be on feet for many hours leading educational programming. Hiking and walking on uneven surfaces and terrain.		
TELEWORK DESIGNATION:		
This position is designated as Telework Eligible - Office Centered.		
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