



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

## DUTY STATEMENT

| DIVISION   | CLASSIFICATION   | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|--|--|---|
| Central  | Management Services Technician   | 549-750-5278-001                              |
| DISTRICT/HQ SECTION  | WORKING TITLE  | CBID  |
| Central Valley District  | Management Services Technician   | R01   |
| SECTOR/HQ UNIT   | REPORTING LOCATION   | INCUMBENT                                     |
| Rivers Sector  | Dos Rios State Park  |   |
| STATE HOUSING  |  | IMMEDIATE SUPERVISOR                          |
| State Housing is not available   |  | Sr. Park and Recreational Specialist          |
| 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   |  |   |
| Under supervision of the Senior Park and Recreation Specialist, the Management Services Technician is responsible for general administrative support and office duties including the use and knowledge of Microsoft Office programs; routine purchasing, less complex accounting, and may prepare personnel document for routing; filing and records management; statistical and other record keeping; mail and document handling; composition of correspondence; oral communications; cashiering; and ordering and maintaining supplies and equipment. Knowledge of Fi\$Cal and other financial database systems is required. The reporting location for this position is the Dos Rios office in Modesto, CA. |  |   |
| 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>PURCHASING / ACCOUNTING</b><br>Prepares the less difficult and routine purchase documentation including preparation, review, routing, and posting to Fi\$Cal and accounting programs. Posts and monitors account balances and assist with reconciliation of errors. Ensure purchases are made utilizing current and certified vendors. Serves as petty cash fund and change fund custodian. Acts as purchaser for office supplies, postage, and other goods and services necessary for park operations. Responsible for accounting documents, including Receipt accountability worksheets and Report of Collections for depositing general funds, special events, and concessions revenues. Orders, processes, and tracks accountable documents, including State Park passes and tickets. |   |
| 20%  | <b>PERSONNEL</b><br>Receives, verifies, and distributes incoming payroll warrants. Assists with seasonal hiring, scheduling interviews, completing seasonal hire paperwork, and presenting information on Department personnel policies and procedures at annual seasonal orientation. Provides both permanent and seasonal employees with health, dental, vision, and PST benefits information. Supports District with updated training records for FOCUS training system. Assist employees with yearly uniform replacement allowances. Maintains work related directives on salaries, sexual harassment, worker's compensation, etc. Routes and retains current documents, such as "Asbestos Notification", "Authorization to Receive Payroll Warrants", and "Emergency Notification."     |   |
| 15%  | <b>COMMUNICATION</b><br>Interprets department purchasing, personnel, and other administrative policies and procedures to fellow employees, both verbally and in writing. Communicates professionally via in person,  |   |

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|---|---|-------------|
|   | telephone, email, written correspondence, and fax. Responsible for answering telephones, forwarding calls, and taking messages.   |             |
| 15%   | <b>RECEPTION</b><br>Assist with front office operations for the Dos Rios Ranch park office. Answers multi-line telephones, forwards calls, and takes messages. Provides information on fees, policies, day use, camping, and other activities throughout the park unit. Maintains office equipment. Provide and informs supervisor of any issues.   |             |
| 10%   | <b>REPORTS / CORRESPONDENCE</b><br>Creates and prepares correspondence, reports, and statistical information utilizing Microsoft Office Suite and other programs. Reviews, copies, and routes completed documents for Sector, District, and Headquarters. Tracks, reconciles, and prepares monthly and specialized expenditure, attendance, revenue, and fuel usage reports. Tracks and resolves outstanding documents. Maintains filing system and records room. |             |
| <b>MARGINAL FUNCTIONS:</b>  |   |             |
| %   | <b>TASK/DUTIES</b>  |             |
| 5%  | Assists with cleaning park office facilities, trash collection, vacuuming, dusting, etc. Other duties include keeping front reception area, personal work area, conference room, storeroom, and supply closet clean, organized, and safe.   |             |
| 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>   |   |             |
| Works in an office environment. Daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors.   |   |             |
| <b>TELEWORK DESIGNATION:</b>  |   |             |
| This position is designated as NOT Telework Eligible.   |   |             |
| <b>SPECIAL REQUIREMENTS:</b>  |   |             |
| Possession of a valid California License is required. All duties shall be performed in a safe manner in compliance with Departmental policies and the District's Injury and Illness Prevention Program (IIPP). Exhibit professional manner and ability to deal tactfully and effectively in a busy office environment. Display mature judgment, loyalty, poise, tact and discretion. Establish and maintain cooperative working relationships. Good attendance record, reliable, punctual. Demonstrated capacity for assuming increasing administrative responsibility. Excellent organizational and memory skills. Ability to use resources and working tools effectively Perform clerical work in a busy environment or under pressure of time constraints. Business math particularly for completing accurate arithmetical computations. Ability to organize, set priorities and handle changing priorities. |   |             |
| <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><br>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**