



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	State Park Interpreter I	559-253-2826-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	State Park Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources/Interpretation & Education	555 Pier Ave., Oceano, Ca 93445	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing 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>The reporting location for this position is the Oceano Dunes Visitor Center, located at 555 Pier Avenue, Oceano CA, 93445. Under the direction of the State Park Interpreter III, this position assists other park staff in the development and presentation of interpretive programs and projects; assists with Social Media content development and regular posts; attends working meetings, trainings, and participates in planning sessions; is responsible for interpretive program development, implementation, and evaluation; provides natural, cultural, and recreational interpretive programs for visitors, school groups, and special events; responsible for website management for district; tracks interpretive statistics and regular statistical reporting; delivers virtual field trips for school groups or other programs; may provide leadership for volunteer programs. 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.</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%	Interpretation - Planning, Presentation and Evaluation of District Programs Develop and deliver interpretive programs including but not limited to, campfire and jr. ranger programs, K-12 school group programs, roving program, guided walks, special events, deliver K-12 distance learning programs through Skype, Zoom and other platforms and other presentations. Work on interpretive projects and create social media posts. Monitor and report on the condition of interpretive media (displays and exhibits). Assists in developing, planning, coordinating, implementing district interpretive panels, literature, website content and interpretive campaigns. Participate on special projects and planning teams as required. Participate in the Aiming for Excellence evaluation program.	
30%	Districts Interpretation and Education Volunteer Programs & Cooperation Assist with the districts interpretation and education volunteer programs including, but no limited to, advertising, recruiting, hiring, and training new docents and volunteers. Develop, plan, coordinate and implement docent and volunteer programs and projects. Provide leadership and coordination of district docents and volunteers. Administer district volunteer and docent programs in compliance with department policies and laws, rules and regulations of the state. Attend cooperating association, volunteer/docent meetings in the absence of the district's liaison.	

15%	Program Administration Assists in maintaining the districts interpretive and education statistical/data information. Comply with annual reports and program reports for State Park Interpreter III or designees review. Assist with the interpretive and education data in the departments databases (CAMP/Maximo). Compiles information and prepares reports and other interpretive material. Assists in research and development for grant opportunities.
15%	Personnel Administration Assist with the advertising, recruitment, hiring, and training district seasonal staff. Develop, plan, coordinate and implement district seasonal staff programs, schedules, evaluations, training and development, discipline. Act as a lead and provides leadership and guidance for seasonal staff. Directs the work of intermittent staff on small interpretive projects. Generate purchase requests and follow through with interpretive orders as needed
5%	Training/Equipment/Maintenance Assist in developing, planning, coordinating and implementing training and development plans for continued professional development. Comply with classification training and development requirements. Assist with coordinating use, maintenance and inventory of interpretive and educational materials. Assist with vehicle maintenance such as vehicle inspections, maintenance schedule monitoring, mileage tracking, and basic cleanliness for operational safety, equipment and program maintenance requirements and responsibilities. Assist with general workplace housekeeping to provide for a safe, healthy and professional environment.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Performs other job-related duties as necessary for operational continuity.
TYPICAL WORKING CONDITIONS	
Field environment and office environment. Daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit for extended periods of time (office/vehicle). Operate a variety of vehicles and vehicle types in an off-highway environment. Work environment may have exposure to unusual elements, such as extreme temperatures, conditions, hours, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. Work in a range of climatic environments from hot, dry deserts, coastal beaches, cool forests, and mountainous areas. Walking or hiking into remote areas of parks with a wide range of terrain. May involve some exposure to aggressive visitors. May be exposed to extreme weather and traffic conditions. Ability to lift up to 50lbs.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid Class C driver's license. May be required to travel throughout the State. Must be available to work irregular hours, holidays and weekends.	

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