



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Park Aide (Seasonal)	549-723-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Visitor Services Senior Park Aide	NA
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Big Sur Sector	Pfeiffer Big Sur State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		State Park Peace Officer Supervisor (Ranger)
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		
The Senior Park Aide assigned to Big Sur sector works under the supervision of the Supervising State Park Peace Officer (Ranger). The Big Sur sector includes Pt. Sur State Historic Park, Andrew Molera State Park, Pfeiffer Big Sur State Park, Julia Pfeiffer Burns State Park, and Limekiln State Park. The reporting location is the Pfeiffer Kiosk in Pfeiffer Big Sur State Park but may be required to work at other locations as assigned and based on operational need. Primary responsibilities of this position include kiosk office/administrative duties, accounting, administration, leading kiosk staff, inventory tracking, photocopies, public information, collection and processing of park fees, Report of Collections preparations, attendance, Reserve California paperwork, camper registration, and customer service.		
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	
40%	ACCOUNTING Count and process all park revenue. Assist in bank deposits and prepare Report of Collections for headquarters. Maintain organized accounting records for auditing purposes. Process Early Out / No Show / Late Arrival camper registrations. Prepare courtesy reservations for ranger approval. Perform data entry of revenue and attendance records and compile and submit statistical reports. File and store documents according to department policy. Troubleshoot accounting and IT issues including credit POS and Reserve California systems.	
30%	ADMINISTRATION Maintain sufficient supplies for kiosk operations, from informational hand-outs and accounting paperwork to office supplies and printer cartridges. Produce photocopies of information for public distribution. Order firewood and official documents from warehouse. Track accountable documents and coordinate with administrator with supply orders.	
25%	VISITOR SERVICES Collect fees for use of facilities (day use, camping, etc.) and publication sales. Register campers. Provide information and directions. Answer questions about State Parks within the Big Sur Sector, Monterey District, and other attractions within the Big Sur area. Be familiar with and able to explain State Park rules and regulations to visitors as needed. Provide the public with excellent customer service. Accept complaints and suggestions from visitors.	
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		
Must be willing to work day shift or swing shift, weekends and holidays. A 40 hour work week is normal.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
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