



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

## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Oceano Dunes	Park Aide (Seasonal)	549-554-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Oceano Dunes District	Park Aide (Seasonal)	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Oceano Dunes State Vehicular Recreation Area	928 Pacific Blvd., Oceano Ca 93445	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Administrative Officer I
<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 supervision of the Administrative Officer I and receives direction from the State Park Peace Officers assigned to the Visitor Service operation, this position is responsible for registering campers, collecting camping fees, sells passes to visitors and public and provides public with visitor information and housekeeping. The reporting location for this position is Oceano Dunes SVRA Visitor Center at 928 Pacific Blvd., Oceano CA 93445. This position is expected to work weekends, holidays, and evenings if necessary. Assigned days off are normally on weekdays and may vary from month to month.</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>	
30%	FEE COLLECTION/ENTRANCE STATION OPERATION: Meet and greets the general public at the entrance stations while maintaining a positive customer service approach, provides information in an expedient, professional and competent manner to the public about rules and regulations of the park, recreational opportunities, calendar of events, park conditions and other general area information, registers campers, using approved and authorized systems and methods, following standards, policies and practices set by the Department and District, collects day use and camping fees, sells passes and other sales items, provides receipts and successfully handle reservations issues, effectively communicate with other park personnel via radio, in person and or in writing, creates and maintains a positive working environment, notifies Dispatch and State Park Rangers of any public safety situations, irregularities or violations, refers problems, special requests, and unanswered questions to the or Supervising State Park Peace Officer	
30%	KIOSK ADMINISTRATION: Responsible for computer and reservation program to retrieve, print and prepare daily reservation reports and passes, prepares daily collection reports (DPR form 156), visitor attendance statistics, and bank deposits, responsible for monitoring number of day use and campground passes sold daily and monitoring appropriate supply of annual passes, maps, campground reservation receipts (DPR 453) and miscellaneous supplies in stock, coordinates supplies and tickets needed for kiosk operations with lead State Park Peace Officer and Administration staff, ensures all records pertaining to revenue collection and all accountable documents are maintained in a timely manner and in accordance with District Policy, completes daily accountability worksheets, assists with creating schedules ensuring adequate daily shift	

	coverage, performs minor filing, record keeping and radio communications, responsible for keeping track of forms, statistics and filling out necessary paperwork related to the kiosk operations, ensures information flow is maintained for efficient operation, accurately completes department forms and deposit slips
<b>25%</b>	<b>BASIC ACCOUNTING/MATH SKILLS:</b> Collect and computes park entrance fees and sell passes following proper accounting and department procedures, manages operating funds in the kiosks including accurate accounting of change funds and daily receipts, prepares accurate records of daily transaction activities, maintains various accountable documents
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	<b>MAINTENANCE / HOUSEKEEPING:</b> Maintains a clean and safe working environment with regular sweeping and cleaning of counters and windows, takes out trash, vacuums and cleans restrooms sinks and toilets, maintains sufficient inventory levels of kiosk supplies which include but are not limited to register receipt rolls, tape, pens, paper, passes, trash bags, assembles informational materials and handouts, posts updated bulletins and information, raises and lowers flags when appropriate
<b>5%</b>	<b>VEHICLE MAINTENANCE:</b> Conducts a daily vehicle safety and condition check before operating any vehicles, maintains a clean vehicle by washing the exterior and sweeping, vacuuming the interior, maintains sufficient fuel in vehicle (no less than $\frac{3}{4}$ full) Complete monthly vehicle inspection as outlined on DPR 178 and report issues, operates motor vehicles to conduct campground checks
<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>	
Combination of office and outdoor environment Daily and frequent use of computers and a variety of office software at a workstation Work environment may have moderate exposure to unusual elements such as wind, dirt, dust, fumes, unpleasant odors May need to lift supply boxes weighing up to (50) Lbs. and move supplies using hand cart	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required. This position will be required to perform their duties dressed in a State Park uniform in accordance with Departmental and District Policies.	

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>