



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>
NORTHERN FIELD	SENIOR PARK AIDE (SEASONAL)	549-724-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
DIABLO RANGE	SENIOR PARK AIDE	EX
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
GAVILAN	HENRY W. COE STATE PARK HEADQUARTERS	
<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		STATE PARK PEACE OFFICER SUPERVISOR (RANGER)
<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 the direction of the State Park Peace Officer Supervisor (Ranger) and my receive guidance from the State Park Peace Officer Ranger, this position performs all kiosk operations, accounting of daily collection and reports, provides visitor information to park guests, includes housekeeping duties and may assist with interpretive programs. The reporting location for this position is Henry W. Coe State Park located at 9000 East Dunne Avenue, Morgan Hill, CA 95037. All successful applicants must have approved health questionnaire, criminal history check and DMV check before hiring the senior park aide is expected to work on weekends, holidays and evening if necessary. Assigned days off are normally on weekdays and may vary from month to month. The senior Park Aide will perform the duties dressed in full State Park uniform.</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>	
<b>40%</b>	<b>CONTACT STATION</b> Responsible for overseeing kiosk operations, including the sale of tickets, annual passes, maps, and the collection of fees. Adhere to proper accounting and department procedures to prepare and approve daily collection reports (DPR form 156), visitor attendance statistics, and bank deposits. The role also requires accurate operation of the cash register, credit card machine, and maintaining accountability for collections. Monitor inventory levels of day tickets, annual passes, maps, and other supplies, ensuring all required documents are completed accurately and legibly. Provide visitors with information on recreational opportunities, events, park conditions, closures, and general area information. It is essential to be knowledgeable about off-road recreation providers and the Off-Highway Vehicle (OHV) program, ensuring visitors are informed about OHV	
<b>25%</b>	<b>ADMINISTRATION</b> Ensure that all records pertaining to revenue collection and accountable documents are maintained in a timely manner and in accordance with the Departmental and District policy. Complete daily accountability worksheets for bank deposits and attendance records. Responsible for maintaining the current monthly park aide schedule and acting as a lead to support Park Aide staff in daily duties including completing daily accountability worksheets, bank deposits and attendance records. Assist with telephone and receptionist duties in support of the sector district	

	office, mail and fax information when requested, assist the Hollister Hills Ranger staff with filing paperwork, assisting with inventory and drafting email responses to general park inquiries.	
<b>15%</b>	<b>HOUSEKEEPING</b> Maintain a clean and safe working environment by regularly sweeping and cleaning the kiosk area. Leads lower-level seasonal employees in housekeeping duties. Ensure counters and windows are kept clean and organized. Monitor and maintain adequate inventory levels of kiosk supplies, including register receipt rolls, tape, pens, paper, passes, and trash bags. Assemble and distribute informational materials and handouts, and post updated bulletins and information as needed. Raise and lower flags when appropriate.	
<b>15%</b>	<b>INTERPRETATION:</b> Assist with various interpretive programs and events, assist in the staffing of information booths locally and at various other community events, may assist with community outreach events and interpretive programs.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<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>		
Work outdoors in various types of weather; work in unpleasant conditions (e.g., Rainy/hot weather) Works near fast-moving machinery, off highway vehicles, or traffic.		
<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.		
<p><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></p>		
<b>SUPERVISOR STATEMENT:</b>		
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>
<b>EMPLOYEE STATEMENT:</b>		
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>