



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Senior Park Aide (Seasonal)	549-677-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museums	125 I Street, Sacramento	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Guide II Historic Monument (Supervisor)
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 Senior Park Aide works under the direction of the Guide II Historic Monument (Sup), and leads Park Aides in register operations, is responsible for the collection and accounting of park fees, MVR and Parks statistics, providing visitor information, and assisting with interpretive activities within the California State Railroad Museum and Old Sacramento State Historic Park. Key components of Visitor Services include training and the daily operation of the Museum. This position reports at 125 "I" Street, Sacramento, at the California State Railroad Museum. Employee hours are 9am to 5:30pm. This position requires working evening events, holidays and weekends. This position is not to exceed 1500 hours within a 12-month period.</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	
40%	<u>VISITOR SERVICES AND REVENUE COLLECTION</u> Provide exceptional customer service to all visitors. Perform opening and closing procedures for shift location. Perform Museum counter work by collection Museum Entrance Fees and answering visitor questions via phone or in person relating to State Parks, Old Sacramento State Historic Park, the California State Railroad Museum complex, Railtown 1897 State Historic Park and surrounding areas. Report violations, account for supplies and equipment used in the operation and maintenance of Museum Facilities. Always maintain a professional attitude and appearance.	
30%	<u>ACCOUNTING</u> Accurately maintain daily admission fee sales and change funds. Accurately account for daily revenues collected and compile daily attendance figures. Be proficient in the operation of a cash register. Be proficient in all Museum and State Park cash handling procedures and policies. Provide orientation, training and leadership to new park aide staff. Accurately complete bank deposits and complete report of collections. Complete monthly MVR and CAMP worksheets.	
20%	<u>INTERPRETATION</u> Become knowledgeable about the history of the California State Railroad Museum Sector and its collections. Provide interpretive orientation to the Museum and its introductory film, assist with school group orientations when needed. Provide accurate information on special events and	

	exhibits and other Museum programs. Actively participate with museum operations staff with ongoing interpretive programs.	
5%	<u>MAINTENANCE</u> Maintain a clean, orderly, and safe workspace. Actively participate in daily maintenance program. Become familiar with locations of all safety and first aid equipment. Report all housekeeping and safety concerns to appropriate staff members.	
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		
May work in an office or warehouse (museum facility) setting or out of doors in unpredictable climates. Ability to bend, stoop, lift, sit, and stand for long periods of time and walk distances on uneven surfaces. Lift up to 25 lbs.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.		
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