

**DUTY STATEMENT**

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Park and Recreation Specialist	549-929-1068-913
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin	Community Engagement Specialist	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Tejon Sector	Colonel Allensworth State Historic Park	
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		Senior Park and Recreation Specialist
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 Park and Recreation Specialist (Community Engagement Specialist) reports to the Colonel Allensworth State Historic Park (SHP) Sector Office located at 4011 Grant Drive, Earlimart, CA 93206. Under the general direction of the Senior Park and Recreation Specialist, the Community Engagement Specialist will work independently and in teams to interface with a wide range of community stakeholders, conducting strategic outreach and community organizing efforts to advance programming at Colonel Allensworth SHP. The Community Engagement Specialist will work with established community-based organizations and non-profit groups to conduct outreach and engage local community members in the creation of culturally relevant programming that integrates the assets and experiences of the visitors. As requested, will assist the Great Basin District, Service Center and Headquarters staff on special interpretive and site development projects.</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	
25%	<u>Community Relations</u> Manage outreach and communications with community advocates, organizations, experts, and other partners. Provide project management support, timely response to workgroup members and management, and tracks deadlines and schedules. Draft agendas, documents, surveys, interactive meeting activities, and other informational materials. Create summaries of workgroup meetings to share with management. Prepare physical meeting rooms and virtual spaces for public meetings. Host and facilitate public and private meetings. Serves on departmental, intergovernmental, and community boards and committees as needed to further the interests of the Department. Coordinating with the Tejon Sector Manager, the Park and Recreation Specialist will work on Minor and Major Capital Outlay projects.	
25%	<u>Park Operations</u> Assists in leading park aides, collaborates with State Park Interpreters and Rangers, engages with State Park volunteers, Docents, Cooperating Associations, and Community Service organizations on small interpretive community projects. Recognizes and takes necessary steps to correct any safety hazards. Provides high-quality service in all areas of public contact, including greeting park visitors and answering telephone inquiries. Schedules and collect fees for day-use reservations. Responds to any visitor accidents or concerns by taking appropriate action. Completes all necessary operational forms, including fee collections, vehicle inspections, visitor	

	attendance reports, and purchasing documents. Maintains records in the unit files and the daily logbook.	
25%	<u>Interpretation/Education</u> Assist in developing, coordinating, and conducting outreach programs for park visitors. Coordinate all employee and volunteer-led outreach activities. Collaborate with local historical societies, Native American Communities, and cultural and natural resources staff to enhance the unit's interpretation and expand its cultural resource base. Maintain a reference library of historical photos and documents for the Colonel Allensworth (SHP) and the surrounding communities.	
20%	<u>Volunteer Program</u> Coordinate all projects and activities to establish a solid volunteer program that will enhance the unit's interpretive and maintenance needs, including but not limited to volunteering for guided tours, the Junior Ranger Program, and outreach projects. Establish a volunteer group through community recruitment and liaison with service groups and schools. Provide volunteers with training in both interpretive techniques and accurate historical information. Assist with the formation of a Cooperating Association in accordance with the Department of Parks and Recreation (DPR) Cooperating Association Manual guidelines and serve as the Cooperating Association Liaison.	
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		
Work will be performed both indoors in an office environment at a computer workstation, and outdoors with groups in the park in all types of weather conditions. Work will include some nights, weekends, holidays and at odd or irregular hours.		
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:		
Possession of a valid class C driver's license is required. Completion of background investigation 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