



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Aide (Seasonal)	549-686-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Alpine Mono / Bodie State Historic Park	Bridgeport, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		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		
Under supervision of the State Park Peace Officer Supervisor (Ranger), and guidance from State Park Peace Officer (Ranger) and Senior Park Aide, the Park Aide is responsible for the operation of the entrance station/kiosk, visitor center/museum, fee collection, visitor information, housekeeping and assisting with educational programs. The reporting location for position is Bodie Historical State Park Entrance Station Kiosk HWY 370, Bridgeport, CA. This position may be required to work weekends and holidays. Housing is a requirement for this position.		
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%	ENTRANCE STATION /KIOSK AND VISITOR CENTER/MUSEUM OPERATIONS: Responsible for operating the entrance station/kiosk, visitor center/museum, including selling tickets and passes, computing fees, and operating computers, printers, calculators, and other office equipment. Explains park rules and regulations to visitors, reports violations or potential issues, and prepares accountability reports and deposits for park fees. Accounts for supplies and equipment, requesting additional items as needed. Collects fees, provides information, and follows proper procedures for fund collection while maintaining courteous interactions with the public. Available to assist visitors, alert them to potential hazards in the park, and ensure compliance with park rules and the protection of cultural resources.	
30%	INTERPRETATION: Assist in presenting interpretive information about the cultural and natural history of the area, as well as the philosophy and operations of the California State Park System. Help deliver instructional programs, including tours of the Stamp Mill, history talks for the general public, school groups, and organizations, as well as Living History presentations at special events.	
15%	HOUSEKEEPING / ORDERLY CHECKS: The Park Aide will remain alert to hazards or situations that may pose a danger to the public, employees, or the cultural and natural resources of the area. Perform cleanliness checks of the entrance station and historical buildings, including litter pickup, sweeping, vacuuming, mopping, and emptying trash cans. Clean sinks, toilets, windows, walls, and counters as needed. Inspect buildings for signs of damage from weather or vandalism, and report findings to maintenance and law enforcement staff. Monitor the visiting public, advising them of park rules and regulations,	

	reporting violations, and notifying law enforcement in the case of citable offenses. Perform regular park checks and ensure flags are raised and lowered daily.	
10%	ADMINISTRATION: Performs comprehensive data collection and paperwork, including timesheets, cash collection records, deposit reports, and weather reporting. Operates the R252 point-of-sale system, maintains park logbooks, lost and found records, and reports park attendance. Answers the phone, responding to inquiries or forwarding messages as needed.	
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 schedule is typically 10 hours a day, up to 4 days a week (4/10 schedule). Work may include nights, weekends, and holidays. Work will be performed both indoors in the park office, the entrance kiosk, and the visitor center, and outdoor in the park in all types of weather conditions.		
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. The purchase and wearing of a State Park uniform is required. State Park grooming standards must be met.		
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