



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	State Park Interpreter I	549-681-2826-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Carnegie State Vehicular Recreation Area (SVRA)	
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		State Park Interpreter III
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>Under the direction of the State Park Interpreter III (SPI III), the State Park Interpreter I is responsible for supporting the planning, developing, and implementation of interpretive programs and projects for Altamont Sector's parks including Carnegie SVRA, Bethany Reservoir State Recreation Area, and the Alameda Tesla Property. The State Park Interpreter I coordinates efforts and activities that effectively communicate the importance of environmental stewardship, appreciation for historic and cultural resources and responsible recreation.</p> <p>Employees who work to support SVRAs utilize the Off Highway Vehicle (OHV) Trust Fund and are responsible for appropriate use of the fund and to help ensure program Transparency, Accountability, and Compliance (TAC) goals are met. The reporting location is Carnegie SVRA, 18595 Corral Hollow Road in Tracy, CA.</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	
35%	INTERPRETATION AND EDUCATION Develops, coordinates, publicizes, and presents high-quality interpretive programs, publications, exhibits, and projects related to OHV recreation that emphasize the importance of protecting natural resources while practicing OHV recreation. Creates interpretive programs and media to meet the unit's regulatory requirements. Provides interpretive programs, roving interpretation, educational tours, and presentations to the public independently. Provides education to private tour groups on topics relating to the interpretive themes of the Altamont sector park units. Develops, coordinates, publicizes, and presents high-quality school programs that meet current educational standards in park units and classrooms. Participates in outreach programs at community events. Coordinates formal interpretive activities that were recommended by employees and volunteers. Utilizes a variety of hands-on and interpretive materials for presentations. Plans, promotes, and presents special events. Works with other classifications for communication of resource management objectives. Uses a variety of media and formats for programs including exhibits, nature walks, guided tours, computer-generated, video, and junior ranger programs. Evaluates and documents the quality of interpretive and volunteer programs	

	and prepares other related reports. Use state and/or personal vehicles to travel to multiple park locations to deliver interpretive programs.
30%	PUBLIC RELATIONS AND MARKETING Creates, updates, prints, distributes, and/or installs non-personal, public interpretation, including electronic/social media, brochures, fliers, and interpretive panels using graphic design software and interpretive writing techniques. Plans, develops, promotes, and advertises the park units monthly and annual interpretive calendar of programs. Maintains effective public relations with various community organizations including the surrounding area's community/media groups and stakeholders. Represents and promotes the sector's services and contributions by attending meetings and participating in programs. Prepares press releases and publicity materials for use by the media regarding interpretive activities. Answers inquiries and correspondence. Provides information to various programs to support their internal and external customers. Develops and maintains a media packet for the park units. Use state and/or personal vehicles to travel to multiple park locations to deliver marketing materials and assist with media presentations.
15%	ADMINISTRATION Reviews and updates Individual Development Plan annually with supervisor. Maintains effective professional dialogue with the visiting public, park staff, district, department divisions, non-profit associations, offices, and individuals consistent with established chain of communications. Maintains the sector's interpretive statistics using the standardized programs of the department. Purchases interpretive tools, materials and services. Maintains monthly and annual budget tracking. Keeps the SPI III informed of all interpretive and volunteer programming, scheduling, evaluations and other administrative matters and issues as they relate to the duties of this position. Maintains the sector's interpretive reference files. Assists with interpretive and museum collections management and collections projects. Accessions and catalogues gifts, artifacts, slides, photographs, books, and articles. Reviews and monitors the pest management program, collection facilities, and the preservation of artifacts. Keeps the reference library and photographic collection organized for research and study. Conducts research to enhance interpretive information, responds to public inquiries for information and for intellectual property requests.
15%	VOLUNTEER COORDINATOR Acts as co-lead for trail patrol, resource maintenance, and environmental science volunteers. Facilitates new volunteer registration and training. Ensures paperwork required by Department policy for volunteers is current. Maintains volunteer records, tracks hours, and generates reports using Better Impact. Effectively communicates with volunteers using e-mail, mass mailings, and phone contact. Assists in the recruitment and training of volunteers. As directed, provides interpretive training to staff and volunteers to ensure quality programming and performance. May be assigned to serve as the Cooperating Association Liaison, acting as the department's representative to the association board and members as future opportunities arise.
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 involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work in adversarial situations. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, and sitting.	
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. Incumbent is required to travel to multiple park locations 3-4 days a week; parks are not accessible via public transportation. Must wear prescribed uniform and adhere to Department of Parks and Recreation grooming standards.

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**