



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal)	549-642-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mendocino Sector	Hendy Woods State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		State Park Peace Officer 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>Under the supervision of the State Park Peace Officer Supervisor with lead guidance from a Senior Park Aide, the Park Aide will greet visitors with a positive attitude, providing accurate information regarding the park including rules and regulations within the park, vehicle fee collection, and park amenities. This position is an entry-level, uniformed seasonal Visitor Services position with highly visible public contact. The reporting location is the entrance kiosk at Hendy Woods State Park. All duties shall be performed in a safe manner in compliance with Departmental policies and the District Injury and Illness Prevention Program.</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	
45%	VISITOR SERVICES AND ENTRANCE STATION OPERATION The Park Aide will greet park visitors and provide accurate information including points of interest within the park. Provide Park rules and regulations to park visitors, collect camping fees, and account for fees collected. Ensures the correct handling of money, make appropriate change, note shortages, and close out the register at end of the work shift. Provide daily accounting for cash sales at the end of each day by preparing the Accountability Worksheet (DPR 156) and Report-of-Collections (ROC) documents for each shift worked, with a minimum of monetary discrepancies. Park Aide is familiar with and follows correct opening and closing procedures for the park, while also conducting foot patrols (camp checks) of the park, answering questions from visitors, and providing education when visitor violations are noted.	
30%	ADMINISTRATION Maintain a daily record of activities by entering visitor attendance on department forms and records hours worked on daily timekeeping form. Park Aide also fills out proper forms for accounting of Lost/Found property. Assist in administrative duties as assigned by the SPRS, including copying and filing. Park Aide is responsible for assisting with the maintenance of an organized and stocked area for supplies related to kiosk operations.	
20%	HOUSEKEEPING AND MAINTENANCE Maintain equipment and supplies necessary to perform the duties listed above. Light housekeeping is provided to maintain a clean workspace daily. Recognize and take steps to correct any safety hazards. Identify and notify lead staff of any needed maintenance repairs	

	within the entrance kiosk, office, and throughout the assigned park unit to ensure maintenance staff are alerted in a timely manner.	
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		
Willingness to work shifts including weekends, holidays, and special events on a regular basis. 8-hour shifts starting anytime between 9AM and Noon.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. This is a uniformed position, and employees shall conform to all uniform and grooming guidelines.		
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