



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Interpretive Specialist (Seasonal)	549-738-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Interpretive Specialist	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rivers Sector	Dos Rios	
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		Staff 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>This position works under the supervision of the Senior Park and Recreation Specialist with guidance and support from the Dos Rios Interpretive staff. The reporting location is Dos Rios (a proposed State Park), with work locations throughout the Sector.</p> <p>The Park Interpretive Specialist (Seasonal) will conduct interpretive and educational outreach, including nature walks and roving, staff the welcome center, participate in special events, assist with school programming, volunteer support, Junior Ranger activities and campfire programs; perform routine public contact work; answer questions on rules and regulations and facilities for the public; assist in maintaining interpretive collections; and do other related work as assigned. Required work schedule includes weekdays, weekends and holidays typically between the hours of 6AM and 6PM and may include odd or irregular hours.</p> <p>The purchase and wearing of a State Park uniform will be required. State Park grooming standards must be met. Driving a State vehicle in accomplishing the following tasks may be required. No housing will be provided.</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%	<p>Interpretation - In-person and digital social media Presents interpretive information to park visitors about the recreational, natural, and cultural history of the area in which they are working during public presentations, nature walks and campfire programs or at the welcome center. Operates and uses audio-visual equipment (i.e. tablet, tripod, lighting, microphone, etc.) to conduct virtual programs on various social media and distance learning platforms and applications including Zoom, Facebook, Instagram, etc. Conducts research, obtain data, and prepare outlines and materials for interpretative programs. Cleans, organizes, and maintains interpretive equipment, supplies, tools, and displays. Operates scientific tools and equipment (i.e. binoculars, spotting scopes, and telescopes) and facilitate public understanding of these tools when appropriate. Roves, interprets, and engages visitors along park trails and areas of heavy park visitation. Works along side other park staff such as Interpreters, rangers, volunteers and maintenance.</p>	

	<p>Enters stats into CICADA Interpretation tracking system.</p> <p>Assists permanent staff with the coordination of the volunteer program and training staff and volunteers in Welcome Center operations.</p>
35%	<p>Welcome Center Attendant / Information and Interpretation: Provides interpretive services at the Welcome Center. Provides correct information in a professional and courteous manner to the public. Answers the phone in a professional courteous manner. Answers routine questions from the public about the park, park resources or activities. Explains Park rules and regulations to visitors. Provides accurate directions to visitors to locations in the park and local community. Maintains emotional composure during emergency situations and communicate information accurately in person, by phone and or radio to assists visitors. Operates and communicates over the radio per DPR policy. Ability to sell day use passes and sell park passes using the R2S2 system when process becomes available. Ability to sell merchandise from partnering nonprofit giftshop when process becomes available. Knowledge of store products to assist customers.</p>
15%	<p>Administration / Training / Safety: Maintains cooperative relationships with public, volunteers, co-workers, other agencies, etc. Carries out assignments and maintains clean work areas in accordance with established safe job practices. Performs routine cleaning, repairs, stores, and maintains in good condition all tools and equipment. Drives State of California vehicles in a safe and legal manner, completes vehicle logs and monthly and daily inspections, and maintains and cleans State vehicles. Reports any problem posing a hazard to customers or employees to appropriate supervisor. Reports all injuries, even minor ones, to on-duty supervisors as soon as possible. Assists DPR staff with the daily light cleaning of office. Assists with the cleaning of the windows, glass doors and Plexiglas displays; remove trash, vacuum, and other housekeeping duties as necessary to keep the facility looking clean.</p>
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	
<p>Outdoor environment: heat, cold, wind, dust, water. Some office setting, computer work, prolonged sitting. This position works outdoors under adverse conditions, hikes over uneven and steep-sloped terrain and to remote locations, and lifts and carries heavy loads. The position works weekends and holidays, irregular shifts, and work and/or camp in remote work locations based on program or project needs.</p>	
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:	
<p>Possession of a valid class C driver's license is required.</p>	

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