



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-655-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Senior Park Aide- Seasonal	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Tomales Bay State 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		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 uniformed position works under the supervision of the Staff Park and Recreation Specialist at the District Office. The reporting location is Tomales Bay State Park in Inverness, CA, but this position may also work at other parks within the Bay Area District, including Samuel P Taylor and Mount Tamalpais State Park. This position will handle daily park operations within Tomales Bay State Park. This position may be required to work weekends and Holidays, as the need arises. The designee may receive daily direction from the permanent State Park Peace Officer staff and/or District Administrative Staff/Assistants.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>CONTACT STATION OPERATION & PUBLIC INFORMATION - Operates the entrance station: sells park use tickets and passes, computes and collects day use, camping fees, accurately processes campsite reservations, assigns campsites and conducts camps checks as needed, operates reservation system computer, calculators and other office equipment, opens and closes the APM machine during their work shift, provides information and directions to the visiting public, explains park rules and regulations, reports violations or potential problems to the appropriate authority, assists visitors by communicating their needs to the appropriate party.</p>	
15%	<p>REVENUE ACCOUNTABILITY - Accurately accounts for all fees collected. At end of shift, prepares the accountability report, report of collections and bank deposit. Transmits accountability information via computer and FAX. Accounts for supplies and equipment used in the entrance station operation.</p>	
10%	<p>ROVING FEE COLLECTION - Using a state vehicle, collects fees from iron rangers and deposit safes and transports them to banks for processing.</p>	
10%	<p>TRAINING - Will help train new employees on park procedures and standards. Will also participate in training, as necessary, to successfully maintain department standards.</p>	
10%	<p>PARK OPERATIONS - Help assist with closing the park at nighttime which includes locking gates, emptying Self Registration "Iron Ranger" stations and clearing people out of the park at closure. Helps assist with other operations necessary for park operations and be involved in staff projects and staff functional duties.</p>	

5%	HOUSEKEEPING & MAINTENANCE - Performs periodic cleanliness checks of the entrance station, ranger station and unit restroom interiors, exteriors, and adjacent landscaped areas, and cleans as necessary. Housekeeping includes but not limited to: litter pickup, sweeping, mopping, emptying trash cans, recycling, cleaning sinks, toilets, windows, walls and counters, basic cleaning of office equipment, installing signs and other light/moderate maintenance work. Washes and details park vehicles as directed.
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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.
5%	SAFETY – Will report hazards, maintenance needs, and safety repairs needed immediately to the supervisor. Will continually monitor to ensure a safe environment for visitors. Conditions that require law enforcement will be reported to dispatch or a State Park Peace Officer immediately.
5%	RADIO USE/EMERGENCY - Responds appropriately to emergencies. Requests assistance by phone or radio. Communicates with field or dispatch personnel; provides radio assistance as directed.

TYPICAL WORKING CONDITIONS

Variable working conditions include inside and outside work environments. May be required to respond to emergencies and associated conditions.

TELEWORK DESIGNATION

This position is designated as: (Check one)

Telework Eligible – Office Centered
 Telework Eligible – Remote Centered
 Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver’s license 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