



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Field Division	Senior Park Aide (Seasonal)	549-943-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Ocotillo Wells District	Senior Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Salton Sea State Recreation Area	Salton Sea State Recreation Area	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<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
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the supervision of the State Park Interpreter III, the Senior Park Aide (Seasonal) leads Park Aides in kiosk operations; prepares routine reports and accounting documents for fees collected; checks park facilities and reports problems; handles minor visitor complaints; explains park policies and regulations to the visiting public; answers routine questions from the public; coordinates housekeeping activities; and provides instruction in the safe and proper use of housekeeping supplies at the Salton Sea SRA. The position may require performing similar duties at other park units within the district.</p> <p>The normal work hours are 8:00 a.m. to 4:30 p.m., up to five days per week, including weekends, holidays, and during special events. Assigned days off may vary from month to month. This position is required to purchase a uniform, and State Parks grooming standards must be met. This is an Actual Time Worked (ATW) position, working a maximum of 1,500 hours or 189 days within a 12-month period.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
40%	<b>Kiosk Operations</b> To ensure that our Mission objectives are met, this position assists the public with accessing recreational opportunities. This could include various functions and may require the incumbent to interact with the public at park entrance stations, collect fees from the public and maintain proper cash handling procedures, check-in campers, track camp reservations, and perform camp checks in the various campgrounds. Utilize a Point of Service system to collect payments and run camp reports. Provide excellent service to our visitors. Follow open/close procedure check list that includes (but is not limited to): unlock/lock doors, raise/lower flags, on/off lighting-equipment, and secure building at closing.	
30%	<b>Park Operations</b> To provide park visitors with information about our park units, our resources and safety guidelines, the incumbent may be required to greet park visitors, answer questions, and	

	provide accurate information about our park units. Explain park rules and regulations, work in other park facilities such as the park Visitor Centers, and travel to other park units to perform similar duties.	
<b>15%</b>	<b>Administration</b> To maintain an accurate account for materials and services needed for day-to-day park operations, the incumbent may be required to complete inventories and communicate the need for materials, maintain program logs, attend meetings as directed by the supervisor, and maintain equipment.	
<b>10%</b>	<b>Maintenance/Housekeeping</b> To provide a clean, safe, and operational program area, the incumbent ensures facilities and equipment are kept clean, safe, and in operational condition. Maintains a clean and safe workspace. Isolates and/or immediately corrects any problem posing a hazard to customers or employees. Report all injuries, even minor ones, to on-duty supervisors as soon as possible.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Varies: indoor and outdoor work. Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather). Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Stand and/or walk for extended periods of time.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
<p><b>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.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>