



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Interpretive Specialist (Seasonal)	549-656-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Interpretive Specialist (Seasonal) - Camp Reynolds	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Francisco Bay Sector	Angel Island State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		State Park Peace Officer Supervisor (Ranger/Lifeguard)
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 State Park Peace Officer Supervisor I (Ranger or Lifeguard). The reporting location is Angel Island State Park. Primary duties include assisting with the Student Living History Program by serving as a first-person interpreter playing the role of a United States Artillery Captain circa 1863, presenting interpretive material to the public including firing a 12-lb. Mountain Howitzer cannon, leading tours of Camp Reynolds, acting as guide for school group tours including leading them in bread-baking in a wood-fired oven, opening and closing museums, greeting visitors on public docks and other duties as required.</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	
40%	INTERPRETATION: Presents interpretive material to the public. May research, develop, deliver, and evaluate interpretive programs including signage, displays, tours, Environmental Living Programs and off-site presentations. Monitors and makes recommendations for the housekeeping and maintenance of interpretive items, collection items, related facilities, and ensures proper operation and maintenance of various equipment used in interpretive programs.	
15%	CAMP REYNOLDS OPERATIONS: Will schedule guided tours of Camp Reynolds, schedule volunteers, and maintain database and billing records. Coordinates with State Park Interpreters and volunteers to assure that adequate staffing is available to provide scheduled tours.	
10%	FEE COLLECTION: Will provide staffing of the entrance station and other fee collection sites within the Park. This function includes but is not limited to: collection of park fees, campground operation and registration, operation of the ReserveCalifornia online reservation system, accurate accounting and processing of fees collected, and accurate accounting and processing of passes and tickets sold.	
10%	DOCK OPERATIONS Will greet Park visitors upon arrival, provide direction, orientation, and general information. Will ensure safe operation of loading boats at the Ayala Cove docks, including queuing of visitors in	

	the appropriate waiting areas, directing safe loading and unloading of passengers from vessel, and coordinating the flow of passengers with vessel crew members. May be required provide assistance to those with mobility issues. Will educate Park visitors about rules and regulations as they arrive at the island as needed.	
10%	HOUSEKEEPING / MAINTENANCE / BOAT AND VEHICLE OPERATION Will perform periodic cleanliness checks of Ayala Cove and Camp Reynolds buildings and perform housekeeping duties as needed. Will check Ayala Cove and Camp Reynolds area for refuse and/or potential hazards and take appropriate action (collect refuse or report potential hazards). Assists with Angel Island boat operations when needed as a deck hand and assumes responsibility for assisting with safety of all state vessels and passengers. May operate state vessels with approved training. Will drive state vehicles as needed for job-related functions.	
10%	PUBLIC PROTECTION AND ASSISTANCE / ADMINISTRATIVE: Is familiar with park rules and regulations, local emergency services and park resources in order to provide information to the public. Notices potential hazards to park visitors, docents, or staff and reports them to the appropriate staff member. Receives initial information on crimes, visitor accidents, and emergencies and reports to duty ranger. Provides emergency assistance as directed. Will assist with tracking of visitor attendance, processing of lost & found items, and other administrative functions as needed.	
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		
Typical work activities involve prolonged standing, bending, stooping and lifting, works inside and outside in varying temperatures. May work in fast paced environment.		
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 CA Driver License is required. Operating motor vehicles and functioning as a deck hand on State-owned vessels may also be part of the duties of this position. This position is subject to pre-employment and random drug screening as required by the US Coast Guard.		
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