



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field Division	Senior Park Aide (Seasonal)	549-724-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Diablo Range District	Senior Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Gavilan Sector	Sector Office	
<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		Senior Park & Recreation Specialist
<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 direction of the Senior Park &amp; Recreation Specialist (Sector Manager), the incumbent for this position is responsible for general visitor services work which requires knowledge of the department and district. Must follow directions, apply laws, rules and regulations, follow procedures and policies. Work with the general public and co-workers either in person, phone and via email. Reporting location will be the Gavilan Sector Office at 19 Franklin St San Juan Bautista, CA 95045.</p>		
<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></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<b>PUBLIC ASSISTANCE</b> Provides information to the public by phone or in person about the State Parks, local activities, events and recreation opportunities requiring thorough knowledge of the departments and district's policies, rules and regulations regarding appropriate park uses. Create reports as needed, including revenue and attendance for the sector. Use computer software programs (Fi\$CAL, SharePoint, Microsoft Office Suite) to complete paperwork. Assist with invoice processing for fueling state vehicles in Wex system. Assist supervisors with interviews by reserving office space for the interviews, greeting candidates and checking them in. Monitor office supplies, and coordinates orders with the Management Services Technician. Gather and receive information for the purposes of making visitor reports or schedules ensuring adequate shift coverage; follow up on routine data gathering; send appropriate forms and documents to park visitors and volunteers when requested; effectively communicate with supervisors, other park staff, volunteers and park visitors; explain park policies, rules and regulations to the visiting public. Assist supervisors with assignments; prepare records, reports, and other correspondence related to Kiosk operations as required. Provide operation coverage at gift shop and visitor center.	
<b>30%</b>	<b>CUSTOMER SERVICE</b> Provide information to the public by phone or in person in an expedient, professional and	

	competent manner about recreational opportunities, park events, conditions, and closures, and general area information requiring thorough knowledge of the department's and district's policies, rules and regulations regarding appropriate park use.
10%	<b>FACILITY HOUSEKEEPING</b> Provide daily housekeeping of the Sector Office. Duties include vacuuming, emptying the trash, cleaning the restrooms and kitchen area. Assures that the work areas are clean and free of clutter and/or hazards.
10%	<b>EQUIPMENT MANAGEMENT</b> Assist the Sector Supervisors in collecting and organizing all equipment records such as monthly inspections and enters monthly usage for equipment not tracked in Telematics.
10%	<b>ADMINISTRATION</b> Completes paperwork and other functions including the upkeep of equipment to meet operational needs timely and efficiently. Assist sector Management Services Technician with arrangements for maintenance and repair of office equipment, including copiers at the sector office, ranger station/kiosk, and maintenance shop. Completes monthly timesheets in a correct and timely manner. Completes other tasks assigned by supervisor.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
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.
<b>TYPICAL WORKING CONDITIONS</b>	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
Example: 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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>