



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal)	549-693-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Marshall Gold Sector	Marshall Gold Discovery State Historic 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		State Park Peace Officer Supervisor
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>Under the lead of the Interpreter I and reporting to the State Park Peace Officer Supervisor (Ranger), the Park Aide performs routine public contact and interpretation, provides group orientations, collects park use fees, handles and is responsible for accountable documents. Assists with Museum exhibit housekeeping and routine maintenance functions.</p> <p>The reporting location for this position is the <i>Gold Discovery Park Office</i>, located in the Marshall Gold Discovery State Historic Park, 300 Back Street, Coloma, California 95613.</p> <p>The Park Aide is a seasonal employee hired to work during the busy months of the year, typically Friday-Sunday. The Park Aide will perform duties dressed in a full State Park Uniform and operate a state vehicle. The uniform will be purchased by the Senior Park Aide and will be clean and unwrinkled at the start of each shift.</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	
40%	<u>INTERPRETATION</u> Learn and provide basic interpretive presentations such as Junior Ranger Programs and Sawmill demonstrations. Under the direction of the Interpreter I, provide interpretation for school children through the Eureka program (Pokes, Gold Panning, Wagons Ho, and Gold Discovery Tour). Responsible for rotating coverage/operation of the gold panning and public tours programs. As practical, provide roving interpretation throughout park.	
25%	<u>CONTACT STATION OPERATIONS</u> Collect Day Use Fees for Park. Applies correct service charge rate and differentiates between applicable rates for different vehicle types, passes, and walk-in visitors. Answer visitor questions regarding Coloma history, Gold Rush history, natural history, historic sites, park programs, park exhibits and facilities, travel and tourist information, and other subjects. Museum Operation: Operate Visitor Center information counter. Answer telephone. Operate base-station and portable radios. Relay important information to other employees. Receive and relay important initial information on reports of lost and found, crimes, accidents, missing persons,	

	<p>medical emergencies, and other emergencies. When instructed and as appropriate, make emergency calls to appropriate agencies (911, Sheriff, HWY Patrol, NORCOM, Animal Control, etc). Implement proper emergency procedures as directed. Refer questions on reservation requests, management policy, complaints, etc. to the appropriate park staff person. Enforce museum rules regarding smoking, eating, running and other prohibited activities. Maintain order with school groups on field trips. Responsible for building open/close procedures, disarm/setting alarm systems and for monitoring security of museum/house museums and contents therein. Ensure all doors are properly secured at closing and may secure/set alarm system on Museum building in absence of Duty Ranger.</p> <p>Field Operations: Operate parking lot entrance kiosk and collect fees for Park Day Use. Observe and report emergencies, hazards, suspicious activities, and violations of law, threats to public safety or public resources, and other problems. Explain Park rules and regulations to visitors. Use portable radio and vehicle radio as required. Assist with traffic control situations. Assist with orientation of school group tours. Conduct patrols throughout the park by foot, bicycle or vehicle. May also be responsible for raising and/or lowering the American and California flags in accordance with proper flag protocol.</p>
20%	<p>FACILITY MAINTENANCE & HOUSEKEEPING</p> <p>Perform daily cleaning of Visitor Center including, but not limited to: sweeping, mopping, waxing floors, cleaning glass and countertop surfaces, and general cleaning and dusting. Clean public restrooms and outdoor areas around the museum as required. Clean and maintain other park facilities, including but not limited to kiosks, signs, and light grounds maintenance when required (i.e. mowing, weed trimming, and raking). Pick-up litter on Park trails, along roads and around Park grounds. Empty trash receptacles as required. Safely operate, and maintain in good mechanical condition, California State vehicles and other equipment. On a rotating basis, clean the park office according to listed tasks (clean floors, restroom, trash/recycling, etc).</p>
10%	<p>INTERNAL OPERATION/ACCOUNTING PROCEDURES</p> <p>Correctly handle and account for money. Adhere to State Park regulations regarding grooming and wearing of uniform. Gain and maintain a familiarity with the California State Park (CSP) Department, its rules, regulations and philosophy. Learn the purpose of the Park Unit, its interpretive themes and the responsibilities of other park employees.</p> <p>Gain awareness of how CSP works with other State/County/various other agencies. Correctly report times worked in the electronic timekeeping database TEMPO, and adhere to other Departmental personnel procedures.</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	
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 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