



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Interpretive Specialist (Seasonal)	549-727-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Park Interpretive Specialist	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Asilomar Sector	Monterey State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Museum Curator I
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>The Park Interpretive Specialist (Seasonal) will be an integral part of the Monterey District's Cultural Resources Program. Under the supervision of the Museum Curator I and working closely with the Monterey District Museum Curator II and Museum Technicians, the Park Interpretive Specialist will assist in the management of all museum collections, historic facilities, and state property across the Monterey District. Duties will generally include collections care, maintenance of collections care supplies and equipment, and collections documentation. The reporting location for this position is Monterey State Historic Park but may be required to work at other locations throughout the district as assigned and based on operational need.</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>RESOURCE MANAGEMENT</p> <p>Perform regular tasks that include the care of museum collections and historic structures and the maintenance of clear and detailed records for all museum collections and historic structure work that is performed. Typical museum collections care tasks will include vacuuming historic rugs, care of historic furniture, textiles, and ceramics. Will be responsible for the daily cleaning of museum exhibition spaces that are open to the public. Provide support for the Monterey District environmental monitoring and Integrated Pest Management plans.</p>	
35%	<p>COLLECTIONS MANAGEMENT</p> <p>Catalogue, inventory, document, photograph, and report condition of museum collections in the Monterey District. Perform provenance research, object research, and donor research for museum collections in the Monterey District. Record catalog information in the museum collections database, TMS, and prepare and file associated hard copy records in museum collections documentation files. Work with Museum Curators to inventory, track, and maintain all supplies and equipment used for the care of Museum Collections and historic spaces.</p>	
20%	<p>INTERPRETATION PROGRAM SUPPORT</p> <p>Work closely with the Museum Curator I to provide support for interpretive programming that impacts the museum collections or takes place in historic structures where museum collections are exhibited. Ensure tour routes are set and clear for all tours through historic structures and be responsible for doing walkthroughs of historic structures following tours to ensure lights are turned</p>	

	off, doors are closed and locked, and windows are closed. Document any potential impacts or damage to the museum collections resulting from interpretive programming.	
5%	SPECIAL EVENTS Monitor event set up and tear down to protect and prevent damage to collections and historic structures. Document any damage that occurs to museum collections objects and historic structures through the course of an event and will document all events monitored and activities associated with events directly affecting Museum Collections. Answer questions and talk about the history of museum collections with visitors throughout the course of special events.	
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		
This position will work regularly in historic structures and within museum collections in an urban park setting.		
TELEWORK DESIGNATION:		
This position is designated as 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