



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		Staff Park & Recreational Specialist	549-732-1088-001
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Central Valley District		Staff Park & Recreational Specialist	S01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Cultural Resources		Indian Grinding Rock State Historic Park	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing may be required			Sr. Park and Recreation Specialist
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 direction of the Senior Park and Recreation Specialist, the Staff Park and Recreation Specialist will directly supervise permanent and seasonal staff and volunteers and is responsible for ensuring efficient, effective, and comprehensive visitor services operations while providing interpretation, resource protection/management, and facility maintenance. The position may serve as the district's liaison with the Park's Association and the Native American community.</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%	PARK OPERATIONS: Plans, organizes, implements, directs, reviews, and controls activities contributing to overall park, District, and Department objectives. Works closely with the nonprofit cooperating association as the CAL, as well as other interest groups. Actively participates in inter-agency, intra-agency, public and partnership meetings as required. Manages the use of historic and recreation facilities including a museum, campground, and day use facilities, and develops interpretive and recreation programs which meet the needs of state parks system visitors. Works closely with District staff to ensure all cultural, natural, and recreational resources are adequately and appropriately protected. Reviews and evaluates plans and assures all activities are consistent with departmental guidelines. Works with Public Safety Superintendent on public safety issues. Manages and organizes special events. Maintains Volunteers in Parks Program (VIPP).		
35%	SUPERVISION: Supervises a team of permanent and seasonal staff responsible for the safe and efficient visitor services, facilities, interpretation, and cultural resources function within assigned park units. Plans and conduct staff meetings. Plans, directs, and organizes workload. Oversee the implementation of visitor services and facilities related projects ensuring compliance with relevant laws, policies, and control agency requirements. Ensure staff maintain and enforce all applicable laws, rules, and regulations. Assesses and implements staff training needs in support of visitor operations. Promptly identifies, addresses, and resolves employee behavior and/or performance issues. Reviews and make decisions on employee leave and scheduling issues within applicable laws, policies, and bargaining unit agreements. Recruits, interviews, and hire staff as needed.		
20%	ADMINISTRATION:		

	Prepares and presents seasonal employee orientation and maintain required staff training. Prepares monthly time worked and absence reports and works with Personnel and Accounting when necessary. Prepares and reviews correspondence. Assists in developing and administering the annual operating budget, seasonal budget, grant funds and other special project funds – both State and nonprofit – which may become available for projects, programs, or activities. Monitors budget allocations and expenditures, and ensures that all rules, regulations, and departmental policies are followed. Tracks and reports on visitor attendance, accountable documents, and other park statistics. Create and presents detailed reports as necessary.	
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		
Office environment, Daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time.		
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