



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Park Aide (Seasonal)	549-723-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey Distirct	Special Event Coordinator	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Big Sur Sector	Pfeiffer Big Sur State Park	
STATE HOUSING	IMMEDIATE SUPERVISOR	
Housing may be required	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>This position works under the direct supervision of the Big Sur Sector State Park Peace Officer Supervisor. The duties of this position include, but are not limited to, facilitating the sector's special events and film permitting program, assisting individuals and organizations with the preparation of applications, drafting permits and compiling required documentation, and maintaining and improving the event permit processes. The reporting location for this position is the Multi-Agency Facility office located at Pfeiffer Big Sur State Park in Big Sur, CA but may be required to work at other locations throughout the district as assigned and based on operational need.</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%	SPECIAL EVENTS ADMINISTRATION AND PERMITTING Facilitate the sector's special events and film permitting program, which includes annual special events and K-12 school group visits, as directed by the State Park Peace Officer Supervisor. Facilitate all events and film shoots in the Big Sur Sector by drafting permits and compiling required documentation (insurance, ABC permits, film commission applications, etc.) needed to present completed permits for approval by the Supervisor. Answer questions from applicants, insurance companies, film commission staff, and school district staff. Assist individuals and organizations with the preparation of applications. Verify insurance and related permit and license requirements. Bill, collect, and deposit required fees from applicants. Keep all forms, publications, and department websites related to the Big Sur Sector special event and film programs up to date. Accurately complete all required paperwork. Maintain and improve the event permit processes including the application process, fee collection, reservation process, and public calendar. Through ongoing analysis and customer feedback the Special Event Coordinator develops and implements improvements to the permit process with the intent of increasing efficiency and improving customer service. May also coordinate and administer other use permits including but not limited to diving permits at Partington Cove in Julia Pfeiffer Burns State Park.	
20%	ACCOUNTING AND RECORD KEEPING Collect and record event deposits; review, prepare, and issue refunds; and complete other necessary administrative protocols. Maintain all related accounting records and special event and film permit files including purging old files and contacting clients who have insurance and ABC licenses due to expire.	

20%	LEADERSHIP AND TRAVEL Conduct travel to and from all park units within Big Sur Sector. Provide oversight of Special Event operations, vendors, and permittees and provide information and feedback to park staff monitoring events and film shoots. Schedule, train, and provide guidance and feedback to seasonal employees assigned to monitor special events.	
15%	KIOSK OPERATIONS Assist with entrance station operation as needed for breaks and emergency scheduling issues. Assist with maintaining inventory stock of necessary materials i.e.: brochures, interpretive handouts, etc. as requested by kiosk staff. Provide answers to a variety of visitors' questions about the local area. Maintain a detailed working knowledge of the entrance station operation including, but not limited to, operating cash registers, accounting procedures for the daily reports, documenting daily attendance reports, and relaying information over a radio.	
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 is primarily office centered with some field work to assess locations and coordinate special events in all Big Sur Sector park units.		
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