



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Coastal Field Division	Park Interpretive Specialist (Seasonal)	549-741-1019-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
San Luis Obispo Coast District	Park Interpretive Specialist	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Morro Bay State Park	Morro Bay Museum of Natural History	
<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		State Park Interpreter III
<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>This position will work under the supervision of the San Luis Obispo Coast District State Park Interpreter III and general direction of the State Park Interpreter Is. The incumbent will plan and coordinate interpretive programs, conduct outreach to local schools and community groups, provide formal interpretive programs, and aid in volunteer coordination and management. Reporting location is the Morro Bay Museum of Natural History (MBMNH) at Morro Bay State Park. The incumbent will report to additional locations, such as Hearst San Simeon State Park and Montaña de Oro State Park, based on program calendar and visitor-centered staffing needs.</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>50%</b>	<p><b>Interpretation</b>            Plan and conduct campfire, Junior Ranger, virtual K-12 programs, school tours, educational walks, outreach presentations, and informal roving interpretation.            Using the approved and authorized systems and methods, following standards, policies and practices set by the Department and District; provide interpretive information in a variety of formats, including written and oral presentations, reports or informational handouts.            Set-up interpretive stations at campfire, Junior Ranger and outreach presentations displaying educational materials in a professional and organized manner.            Gather and prepare information including studies in natural and human history, historical features, sites or structures to provide general scientific, historic and park information.            Meet and greet the general public while maintaining a positive customer service approach.            Disseminate information about the rules and regulations to park visitors in person, by email, or by telephone. Develop and post engaging social media content.            Explain rules and regulations to visitors for the purpose of protecting and preserving natural, historic and cultural features, sites or structures.</p>	
<b>35%</b>	<p><b>Administration and Operations</b>            Prepare accurate and timely records of daily program activities and statistics.            Utilize software such as Survey 123, Microsoft platforms, Padlet, and Acuity to document and organize interpretive projects.</p>	

	<p>Coordinate a group of volunteers, including sending regular emails, overseeing that volunteer hours are recorded properly, and helping lead trainings          Communicate with direct lead on a daily basis or as needed.</p> <p>Effectively communicate with other park personnel. Collect fees and track visitation. Utilize software such as Outlook, Excel, PowerPoint, Word, and Publisher to complete assigned interpretive projects.</p>	
<b>10%</b>	<p><b>Equipment and Facilities</b>          Operate spotting scope, binoculars, and assigned electronic equipment.          Maintain a clean work environment with regular organization, sweeping and light cleaning.          Keep state vehicles clean after use and filled with gas.          Keep interpretive collection neat and organized and assist with collections related projects at the MBMNH.          Operate motor vehicle to attend various sites in the district.          Operate mobile devices used for virtual school tours and social media.          Clean equipment and store it properly.</p>	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	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>		
<p>Varying times of the day including weekends, mornings, nights and holidays.          Work environment may have exposure to unusual elements, such as extreme temperatures, extreme weather, conditions, hours, elevations, dirt, dust, fumes, unpleasant odors, fog, UV exposure, and/or loud noises.          Work in a range of changeable coastal conditions.          Walking or hiking into remote areas of parks with a wide range of terrain.          Ability to lift up to 25lbs and extended periods of sitting, standing, and walking.</p>		
<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 checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
<p>Possession of a valid class C driver's license is required.          Uniformed Position</p>		
<p><b>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.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
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>
<b>EMPLOYEE STATEMENT:</b>		
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>