



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Senior Park Aide (Seasonal)	549-912-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast/Santa Barbara	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Barbar/Refugio	Refugio State Beach	
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 general supervision of the State Park Peace Officer, the Senior Park Aide's duties include but are not limited to the following: kiosk office/administrative duties, accounting, administration, leading kiosk staff, training kiosk staff and camp hosts in operational procedures, inventory tracking, photocopies, public information, collection and processing of park fees, report of collections preparations, attendance, Reserve California paperwork, camper registration, and general visitor service. This position is assigned to Channel Coast District, Santa Barbara Sector with a reporting location at Refugio State Beach. The Santa Barbara Sector includes El Capitan State Beach, Refugio State Beach and Gaviota State Beach.</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	
50%	ADMINISTRATIVE: Count and process all park revenue. Assist in bank deposits and prepare Report of Collections (ROC) for headquarters. Maintain organized accounting records for auditing purposes. Process Early Out / No Show / Late Arrival camper registrations. Perform data entry of revenue and attendance records and compile and submit statistical reports. File and store documents according to department policy. Troubleshoot accounting and IT issues including credit POS and Reserve California systems. Produce photocopies of information for public distribution. Order official documents from warehouse. Track accountable documents and coordinate with team members with supply orders. Assist with monthly scheduling. Work with public safety staff on lost and found items. Rover duties as assigned – Break staff, monitor campground, interpret park rules to visitors Maintain sufficient supplies for kiosk operations, from informational hand-outs and accounting paperwork to office supplies and printer cartridges.	
35%	VISITOR SERVICES: Collect fees for use of facilities (day use, camping, etc.) and publication sales. Register campers. Provide information and directions. Answer questions about State Parks within the Santa Barbara Sector, Channel Coast District. Be familiar with and able to explain State Park rules and regulations to visitors as needed. Provide the public with excellent customer service. Accept complaints and suggestions from visitors. Train new team members and or provide policy changes to current team members	

10%	<p>FACILITY MAINTENANCE AND HOUSEKEEPING:</p> <p>Maintains visitor services buildings and equipment in a clean and orderly manner. Performs maintenance tasks related to park operations as needed. Participates in litter pick up.</p> <p>General cleaning when needed. Maintain the pool vehicle and ensure it's kept in a neat and clean fashion.</p>
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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

WORKING ENVIRONMENT:

Work outdoors in various types of weather or work in unpleasant conditions. Work environment may be have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors. Work near fast moving traffic.

PERFORMANCE EXPECTATIONS:

Maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.). Exhibit professional working manner and ability to deal tactfully and effectively in any environment. Exhibit Ability to work independently without close supervision. Display mature judgment, loyalty, poise, tact and discretion. Establish and maintain cooperative working relationships. Work as a team when necessary to complete the duties of the job in a cohesive and professional manner. Good attendance record, reliable, punctual. Wear seatbelt at all times according to policy. Work products should be consistent with Department and work unit mission, vision, goals and objectives.

KNOWLEDGE AND ABILITIES: (as per the class specification):

The operation of park facilities, R2S2 operation, basic principles of dealing with employees and the public.

TELEWORK DESIGNATION

This position is designated as: (Check one)

Telemwork Eligible – Office Centered Telemwork Eligible – Remote Centered Not Telemwork Eligible

SPECIAL REQUIREMENTS:

Ability to: Communicate at a level required for successful job performance, follow directions, compute fees, make change, and balance cash. Learn work procedures and park rules and regulations quickly, perform varied manual tasks, meet the public successfully. Follow instructions and work independently. Establish and maintain cooperative relations with the general public and other employees. Use tools, supplies, and equipment required by the job. Perform varied manual tasks, evaluate problems, and take corrective action and provide leadership

Ability to lifting, carrying, load when necessary. Requires repetitive movement of heavy objects. Stand for long periods of time (up to 2 hours) to perform the duties associated with the job.

Read, write and speak in a clear and concise manner. Develop practical solutions to problems to make sound decisions. Performing basic mathematical computations associate with assigned duties. Make sound decisions given available information and situational parameters. Skill to utilize measurements (e.g., tsp, tbsp, quart) to measure, mix and apply various chemical solutions.

Willingness to work on Saturdays, Sundays, and holidays at odd or irregular hours and under various weather conditions.

Other: Possession of a valid CA Driver License.

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