



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Park Aide (Seasonal)	549-722-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Monterey District	Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Monterey Sector	Point Lobos State Natural Reserve	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing not available		Senior Park and Recreation Specialist
<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>Under the supervision of the Senior Park and Recreation Specialist (SPRS) with lead guidance from the Senior Park Aides, this position provides support for the Visitor Services functions at Point Lobos State Natural Reserve (PLSNR). Duties include but are not limited to greeting and welcoming visitors with a positive attitude, providing accurate information regarding PLSNR, informing visitors of rules and regulations within the park, collecting vehicle fees, and selling PLSNR map publications. This position is an entry-level, uniformed seasonal Visitor Services position with highly visible public contact. The reporting location is the Point Lobos State Natural Reserve located at 62 CA-1, Carmel, CA. This position will be required to work outdoors and may be required to work at other locations throughout the Monterey District as needed and based on operational need.</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>40%</b>	<p><b>VISITOR SERVICES AND ENTRANCE STATION OPERATION</b> Greet park visitors and provide accurate information including points of interest within PLSNR. Answer questions and concerns from visitors. Provide PLSNR rules and regulations to park visitors, collect day use vehicle fees, sell park map publications, and account for fees collected. Ensure the correct handling of money, make appropriate change, note shortages, and close out the register at end of the work shift. Provide daily accounting for cash sales at the end of each day by preparing the Accountability Worksheet (DPR 156) and Report of Collection (ROC) documents for each shift worked, with a minimum of monetary discrepancies. Assist with the closure of PLSNR when parking is full. Follow correct opening and closing procedures. Conduct foot patrols of PLSNR. Assist in roving interpretation during patrols, including education when visitor violations are noted.</p>	
<b>35%</b>	<p><b>ADMINISTRATION</b> Maintain a daily record of activities by entering visitor attendance on department forms and records hours worked on daily timekeeping form. Fill out proper forms for accounting of Lost/Found property. Assist in administrative duties as assigned by the SPRS, including copying and filing. Responsible for assisting with the maintenance of an organized and stocked area for supplies related to kiosk operations.</p>	
<b>20%</b>	<p><b>HOUSEKEEPING AND MAINTENANCE</b> Maintain equipment and supplies necessary to perform the duties listed above. Maintain a clean workspace daily. Recognize and take steps to correct any safety hazards. Identify and notify lead</p>	

	staff of any needed maintenance repairs within the entrance kiosk, office, and throughout PLSNR to ensure maintenance staff are alerted in a timely manner.	
<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>		
Willingness to work shifts including weekends, holidays, and special events on a regular basis. Work environment includes exposure to ocean elements, such as extreme temperatures, elevations, dirt, sand, unpleasant odors, and/or loud noises, conditions, and varied hours. May stand and/or walk during events and assignments in areas with a wide range of terrain for extended periods of time.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required. This is a uniformed position, and employees shall conform to all uniform and grooming guidelines.		
<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>		
<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>