



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Park Interpretive Specialist (Seasonal)	549-677-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Park Interpretive Specialist	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museums	111 "I" Street, Sacramento	
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		Museum Curator III
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 Museum Curator III, the Park Interpretive Specialist (Seasonal) will assist with studying history to contribute to Park Unit information, obtaining data and preparing information for use in exhibits, operating audiovisual equipment, and preparing written material. Key components of this position are computer-based. This position will report to 111 "I" Street, Sacramento but may be assigned to other units in the Capital District. The work week for this position is Monday through Friday, occasional weekend or evening assignments may be scheduled. Not to exceed 1500 hours in a 12-month period.</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%	RESEARCH Under the direction: Study natural and human history to contribute to historic and park information. Obtain and organize data for exhibits on social and cultural history, conduct interviews and access internal and external informational resources such as the Statewide Museum Collections Center, State Library, State Archives, and other sources as needed including the State Parks' content management database The Museum System (TMS). Operate audiovisual equipment and prepare photographs, motion pictures, and audio recordings.	
25%	REPORTS Apply knowledge, methods, and techniques in arranging and interpreting data. Prepare material for oral and written reports, publications, and exhibits. Organize material for oral presentations and address an audience effectively.	
10%	COLLECTIONS CARE Assist with care of historic objects and artifacts as needed, including compiling checklists and cataloging, object photography, and organizing museum objects. Assist with the development and maintenance of collections-related exhibits as needed.	
10%	ADMINISTRATION Assist in preparing correspondence with various actors including Parks staff, volunteers, community partners, and vendors/contractors. Attend staff/committee/planning meetings. Keep records of work performed and organize and store according to data management best practices. Provide communication with supervisor and co-workers via email and telephone.	

10%	TRAINING & PUBLIC PROGRAMS Assist with interpretive programs and special event coordination as needed.	
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		
Ability to bend, stoop, lift, sit and stand for long period of time. Walk distances on uneven surfaces often out of doors. Lift up to 25 lbs.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
When driving is a requirement of the position: Possession of a valid driver license of the appropriate class and a safe driving record.		
<p>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.</p>		
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