



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Park Aide (Seasonal)	549-722-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey Sector	Point Lobos State Natural Reserve	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Senior Park & Recreation Specialist
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 Senior Park and Recreation Specialist, the Senior Park Aide (seasonal) is assigned as the Operations Lead at Point Lobos State Natural Reserve. Primary responsibilities of this position include assistance with the SCUBA dive reservation program, backup for the Sector's Special Events permit and reservations program, oversight of entrance station/kiosk operations including covering shifts, and the administrative paperwork for kiosk operations. The primary reporting location is the Point Lobos office at the Point Lobos State Natural Reserve, located at 60 Route 1, Carmel, CA. 93923.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>ADMINISTRATIVE / CLERICAL</p> <p>The Operations Lead (Senior Park Aide) is responsible for backing up the Dive Coordinator with assistance in the SCUBA dive reservation program. This involves taking reservations, coordinating calendars, answering questions (by phone, email, and in person), and being familiar with various Microsoft applications. The Senior Park Aide is responsible for processing the Report of Collections for Point Lobos and the dive fees and ordering of bank bags, deposit slips, and the custodian of the change funds. The role involves ensuring the office environment is kept clean, organized, and professional at all times.</p>	
35%	<p>VISITOR SERVICES</p> <p>The Senior Park Aide will meet and greet the public while maintaining a positive customer service approach. Disseminate information about the rules and regulations to park visitors in person or by telephone. Handle routine questions from the public and minor visitor complaints. Promote self-guided programs. Effectively communicate with other park personnel. Open and close the facility in accordance with the set operating hours. The Senior Park Aide will be responsible for clerical support to the kiosk such as Report of Collections, Park Aide (PA) scheduling, assisting with hiring and training new Park Aides, updating the PA Handbook and re-stocking supplies in the kiosk. May also be required, as needed, to fill kiosk shifts and/or give lunch breaks to Park Aide staff, filling kiosk shifts will require greeting customers, giving information, answering questions, solving small problems, and handling money.</p> <p>Ability to account for monetary transactions by correctly handling money, making change, and closing out on the cash register at the end of shift. Preparing and overseeing accountability worksheet (DPR 156) and ROC documents for each shift worked and demonstrates this ability by having a minimum of monetary discrepancies. Keep record of daily activities by entering visitor</p>	

	statistics on attendance records (DPR449), noting shortages, and noting kiosk supplies, and recording hours worked daily on timekeeping documents (DPR 921). Fill out the proper forms and account for the Lost and Found property. Secure Lost and Found items in the locked cabinet and clear the property within State Park guidelines. Adherence to DPR regulations regarding grooming and personal appearance, wearing of uniform, and following procedure.	
15%	VISITOR MANAGEMENT Put up and take down the flags every morning and evening (if applicable). Report any suspicious activity or complaints to the on-duty Ranger, Lifeguard, or dispatch. Be able to operate the two-way radio system. Explain Park rules and regulations and Fish and Game regulations to the public. Advise the on-duty Ranger or Lifeguard of all situations of non-compliance to state park rules, policies, and public laws. Drive light vehicles to check on parking in the day use areas and adherence to park rules or retrieve kiosk supplies. Keep staff informed on any developing emergencies or operational issues. Occasionally control and direct persons and vehicles in or around the entrance kiosk and highway.	
5%	MAINTENANCE/ HOUSEKEEPING Maintain cleanliness and order of your workspace, keeping counter clean and uncluttered, trash emptied, outside area kept litter free. Make sure the kiosk is clean and orderly. Do vehicle inspections.	
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		
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