



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Senior Park Aide (Seasonal)	549-741-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Morro Bay State Park	Morro Bay Sector Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Supervisor I
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 supervision of the District Administrative Supervisor, the Seasonal Park Aide performs a variety of customer service, and operational assistance duties in support of district office and field operations. The incumbent provides support to district staff, assists with routine office functions, maintains records and supplies, and helps coordinate day-to-day operational activities. The reporting location for this position is the Moro Bay Sector office. Other work locations include Morro Bay Museum of Natural History, Morro Bay, and Montaña de Oro State Park for additional duties as needed</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%	<p>Sector Office Support</p> <p>Provides general office support including answering questions, directing staff and visitors, processing mail, filing documents, and maintaining organized records.</p> <p>Assists with conference room scheduling, calendar coordination, answer phone calls from the public, and key distribution for district staff and visitors.</p> <p>Maintains office supply inventories and assists with ordering and distributing supplies.</p> <p>Maintains lost and found records and assists with returning items when appropriate.</p> <p>Acts as liaison for public inquiries.</p>	
30%	<p>Fleet, Equipment, and Operational Support</p> <p>Helps distribute and collect WEX fuel cards and updates basic assignment information as directed.</p> <p>Assists with telematics paperwork, operational forms, and related tracking documents.</p> <p>Help maintain district fleet and equipment inventory lists.</p> <p>Assists with organizing and distributing property tags and operational materials.</p> <p>Supports office and facility operations by reporting maintenance issues and assisting with minor operational coordination tasks.</p>	
25%	<p>Program Support</p> <p>Compile attendance reports for interpretive programs.</p>	

	<p>Maintains accurate records and updates information in departmental tracking logs and files. Assists ranger, interpretive, maintenance, and administrative staff with routine clerical and operational support tasks.</p> <p>Help prepare forms, packets, and support documentation for district operations.</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Work environment may have exposure to dirt, dust, fumes, and unpleasant odors. Work is primarily performed in an indoor office setting. Typical working days will be Monday through Friday.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<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