



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Field Division	State Park Interpreter III	549-555-2828-002
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Ocotillo Wells District	State Park Interpreter III	S01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Ocotillo Wells District	Ocotillo Wells SVRA	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		District Superintendent I
<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 direction of the District Superintendent, the State Park Interpreter III reports to Ocotillo Wells District in Borrego Springs, CA. The State Park Interpreter III provides support for all Ocotillo Wells District interpretive services and oversees the interpretive services in all Ocotillo Wells District's park units including planning, developing, directing, and supervising activities of staff engaged in interpretation and education. Participates in interpretive planning and visioning for the District and the Department, including policy development for cultural and natural resource interpretation. Plan, research, develop interpretive projects (small and large), and able to communicate effectively with other staff, visitors and other agencies along with ability to provide training/interpretive programs.</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>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<b>INTERPRETIVE MANAGEMENT</b> Manage the planning, organizing, training, research, directing, controlling, and projecting of the District's Interpretive programs and services to enhance the overall visitor experience. Ensure compliance with American Association of Museums interpretation/education guidelines for historic structures. Monitor interpretive programs for continuous improvement and in keeping with guidelines and principles of the American Association for State and Local History and the National Association of Interpretation. Ensure that established goals of interpretive programs are consistent with the core programs and mission of the District and Department and provide the expected outcomes. Coordinate the Department's interpretive services with programs of other departments, educational institutions, museums, interpretive associations, and other agencies increasing the visibility for a multifaceted educational contribution.	
<b>30%</b>	<b>PROGRAM DEVELOPMENT</b> Develop interpretive goals and set performance objectives for interpretive programming for all Ocotillo Wells District park units as well as other park interpretive planning documents. Develop content for use in social media, news articles, and monthly/annual calendars. Serve on the District Interpretive Improvement Team for interpretive services evaluations and developments as part of the process to facilitate continuous improvement, including the development of new programs, new markets, and new partnerships. Develop, compile, and evaluate reports and other interpretive data. Review reports and make recommendations for consistency with interpretive	

	<p>themes and goals. Oversee research, plans, and directs training and development of interpretive programs and services, including curriculum-focused school tours to assure alignment with the educational content standards for California K-12, living history program, interpretive special events, special focus tours and programs. Continue to meet department standards and California State Accessibility Standards and maintain compliance with Public Resource Code 5024 to protect cultural resources. Oversee the development and management of park partners including but not limited to cooperation associations and volunteers. Work toward the continuous improvements in making interpretive services relevant to the diversity in California and inclusion of non-traditional park users. Review and provide input on interpretive planning documents including prospectuses, furnishing plans, exhibit plans, and interpretive sections of general plans. Coordinate interpretive programs, community outreach, interpretive special events, and special focus tours.</p>
25%	<p><b>ADMINISTRATION</b></p> <p>Supervise the interpretive program including the department's public/private partnerships. Sustain continuous improvements and enhancement of information technology in the interpretive program. Ensure maintenance and updating of District Library of interpretive and educational resources. Prepare accurate purchasing documents and monitor materials necessary to complete projects and programs. Coordinate maintenance of interpretive exhibits and exhibit supplies. Oversee the enhancement of fundraising capabilities of the cooperating associations and increased volunteerism in the park units. Supervise, train, monitor, and evaluate the performance of the District interpretive staff. Provide oversight of administrative and personnel actions for all park interpretive staff. Interact with other sections in the park and district as well as concessionaires and other park partners. Follow legislative rules and related issues to ensure compliance in personnel management law. Uphold the Department's Equal Employment Opportunity Policy and the supervisor's role in the program and processes available to meet those objectives to achieve equal employment opportunities in hiring, training, and promotion free of discrimination and harassment. Supervise, hire and train the Visitor Services and Service Driven Program staff.</p>
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
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.
<b>TYPICAL WORKING CONDITIONS</b>	
Frequent computer use in an office setting. Travel to all park units with interpretive programs. Travel to HQ may be required.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>