



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division	Senior Park Aide (Seasonal)	549-900-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
	Great Basin District Office	
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		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 direction of Supervisor I, the incumbent provides visitor services and special event support requiring knowledge of Department and District programs, policies, procedures, rules, and regulations. The incumbent assists with leading & training lower-level seasonal staff, interacts with the public, volunteers, and staff in person, by telephone, and through email communication; follows established procedures and policies; and applies applicable laws, rules, and regulations in the performance of assigned duties. Effective communication and customer service skills are essential. Reporting location will be the Great Basin District Office at 15101 Lancaster Rd, Lancaster CA 93536.</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	
35%	<p><u>PUBLIC INFORMATION AND CUSTOMER SERVICE</u> Provides information to the public by phone, in person, and email about the State Parks, local activities, events and recreation opportunities requiring thorough knowledge of the departments and district's policies, rules and regulations regarding appropriate park uses and which entity is responsible for each activity. Effectively communicate with supervisors, other park staff, volunteers and park visitors in a professional and competent manner.</p>	
30%	<p><u>GENERAL CLERICAL</u> Creates reports, including revenue and attendance reports for the district. Uses computer software programs (Fi\$CAL, SharePoint, and Microsoft Office Suite) to complete clerical assignments and tasks. Monitors office supplies and coordinates orders with the Planning Analyst. Gathers and receives information for the preparation of event permits and staffing coverage; follows up on routine data requests; provides forms and documents to park visitors and volunteers as requested; and prepares records, reports, and correspondence related to special event operations.</p>	
10%	<p><u>FACILITY HOUSEKEEPING</u> Performs routine housekeeping duties within the office, including vacuuming, emptying trash, and cleaning restroom and kitchen areas as needed. Maintains work areas in a clean, orderly, and hazard-free condition. Assist in providing housekeeping of the office when necessary. Duties</p>	

	include vacuuming, emptying the trash, cleaning the restrooms and kitchen area. Assures that the work areas are clean and free of clutter and/or hazards.	
10%	<u>SPECIAL EVENTS SUPPORT</u> Prepares Receipt of Accountability, deposits, and Report of Collections (ROC's) for all special event transactions. Prepares, processes, and reconciles ROC's for all park units ensuring revenues are being appropriately and timely recorded. Maintains district calendars associated with facility rentals, group requests, and special events. Assists with leading and training lower-level seasonal staff in kiosk operations, attendance tracking, revenue collection procedures, and Report of Collection (ROC) preparation during peak operational periods, including but not limited to Poppy Season.	
10%	<u>ADMINISTRATION</u> Maintains forms, statistics, records, and filing systems; completes monthly timesheets; tracks administrative deadlines; assists with record retention and document management activities related to special event operations. Prepares administrative paperwork to meet operational needs.	
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		
Work environment is 90% in an office setting, using computer, telephone and other business equipment. The other 10% is outdoors when assisting with pre and post venue inspections and may be exposed to various weather and traffic conditions.		
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:		
Possession of a valid class C driver's license is required. Conform to departmental uniform requirements.		
<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