



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division		Senior Park Aide (Seasonal)	549-935-1035-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
San Diego Coast District		Admin Support - Front Desk	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
San Diego Coast District		San Diego Coast District Office	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			Staff Services Manager 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 and supervision of the District Administrative Supervisor (SSMI), and the general direction of the District Administrative Manager (SSMII), the incumbent is responsible for the administrative support of the district, and is responsible for all general office routine, public contact, phones, incoming mail distribution and outgoing mail, bank deposits, filing, data general entry excel office and general office maintenance. This position acts as the first point of contact for our visiting public and staff, ensures that phone calls and visitors are politely, correctly and effectively handled. In addition, this position handles sensitive communications and fosters good working relations with employees, constituents, and stakeholders. Reporting location is the San Diego Coast District Office. Duties include but are not limited to the following:</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>Accounting</p> <p>Ensures the following are accurate, complete, adhere to procedural guidelines and administrative policies and ensure that documents are forwarder to their proper destination in a timely manner.</p> <p>Completed DPR 156 processing and distribution per training and Department of Parks and Recreation guidelines.</p> <p>Travel Expense Claim distribution and filing as needed.</p> <p>Assists concessionaires, log in checks, distribute as directed per training and guidelines to concession specialist, deposit per DPR guidelines for Receipt of Collections (eROCs).</p> <p>Assists contract analyst with logging, processing and auditing payment for incoming contract invoices.</p> <p>Makes bank deposits of payments collected and processed by District Office</p> <p>Assist with coordinating district wide pass tracking spreadsheet, input records and reconcile accountable documents per guidelines.</p> <p>Main point of contact for District office pass sales, using R2S2, maintaining applications and works with Pass Sales Office as needed.</p>		
35%	<p>Administration</p> <p>Assist public in person, on the phone, or via email.</p> <p>Completes mailing, filing, billing, and copying daily.</p>		

	<p>Routinely checks and disperses email and voice messages from the main email address, Teams, and main telephone lines.</p> <p>Logs, tracks, and prepares controlled correspondence, deadlines, letters, forms, and materials. Uses retention schedule and general guidelines to organize, maintain and purge files.</p> <p>Maintains inventory of office supplies, forms, software, postage and other office or visitor/information center items.</p> <p>Posts sector administrative policies and procedures (such as mailing, filing, deadlines and copying).</p> <p>Provides information to the public on the San Diego Coast District park units and other general information on the Department.</p> <p>Provides updated information to the sector employees as it is received.</p> <p>Provides the liaison to the administrative staff and District Office.</p> <p>May be assigned or requested to assist with data input and auditing various spreadsheets, including but not limited to WEX reports and receipts.</p> <p>Monitors monthly Boating and Waterways exams and submit tests once complete.</p>
15%	<p>Office Safety and Maintenance</p> <p>Maintains work areas in a neat, clean, and safe conditions.</p> <p>Responsible for office equipment in safe, functional, and presentable condition.</p> <p>Recognizes and removes or reports hazardous conditions.</p> <p>Coordinates the servicing, repair, and maintenance of all office equipment.</p> <p>Completes all work in a safe manner.</p> <p>Maintains and provides information to employees for medical treatment/facilities as outlined in procedures in personnel office.</p>
5%	<p>Personnel</p> <p>Ensures that seasonal and permanent payroll warrants/receipts distributed to employees as stated in Departmental policies.</p> <p>Helps prepare pre-hire packages as needed.</p> <p>Assist with interview prep and candidate check in when interviews are held at District office.</p>
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	
<p>Work environment is an office setting, using computer, telephone, and other business equipment .</p> <p>Typical work activities involve frequent and prolonged periods of sitting .</p> <p>Typical work involves extended telephone conversations and keyboard operation.</p> <p>Must meet many deadlines frequently within short timeframes.</p>	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Example: 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