



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal)	549-687-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Tahoe Sector	Donner Memorial State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Administrative Officer I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Supervising State Park Peace Officer(Ranger), the Park Aide (Seasonal) is responsible for the day-to-day Visitor Services operations throughout the Lake Tahoe sector which includes campground and day use operation, resource management, interpretation, visitor center operation and is responsible for maintaining the daily operation of the visitor center or facility entrance, collecting fees, assist with educational programs and provides information to park visitors. The Park Aide may receive work assignments from State Park Peace Officer Supervisor (Ranger), and guidance from State Park Peace Officers. The reporting location for this position Donner Memorial State Park.		
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%	KIOSK OPERATIONS: Maintain the daily operation of the visitor center and kiosk operations, opens and closes visitor center-kiosk operations, collects fees, makes correct change, completes end of the day cash register accounting, prepares bank deposit, deposits bags, and raise and lowers flags daily, register campers, keeps track of reservations daily, maintains accurate and up the date records of campground occupancy, sells department passes, firewood and park maps, keeps the area and surrounding area clean, and clear of debris and litter.	
25%	VISITOR SERVICES: Answers questions on rules, regulations, and facilities for the public, gives directions to popular locations and surrounding area, promotes positive work relationships with park volunteers, and the public, reports all problems to appropriate staff	
20%	INTERPRETATION /HOUSEKEEPING: Assists Park visitors with communicating interpretive knowledge and provides the public with general information including but not limited to historical significance, relevance, and importance of preserving natural resources. Assists to communicate interpretive knowledge and provides the public with general information, directions, locations of trails and points of interest. Performs housekeeping duties	

	such as vacuuming, sweeping, and dusting, housekeeping involves ensuring the kiosk environment is kept clean, organized, and professional at all times	
10%	ADMINISTRATION: Operates the R2S2 point-of-sale system, accurately counts fees collected, completes 156 accounting reports, and performs daily attendance tracking.	
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		
May work in an indoor or outdoor setting and encounter various types of temperature and weather situations including rain, wind, heat, and cold. Work environment may have exposure to dirt, dust, fumes, and unpleasant odors. Communicate effectively with co-workers and visitors, perform arithmetic and prepare both written and computer-generated documents, must be able to work on weekends, holidays, and occasional special events. Standing for prolonged periods of time. Ability to lift up to 25 pounds utilizing a hand cart.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid Class C driver's license and maintain a good driving record is required. The purchase and wearing of a State Park uniform is required, and employees must adhere to State Park grooming standards.		
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